

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

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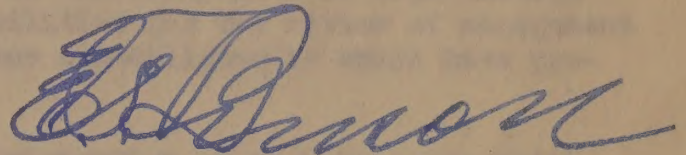
January 19, 1956

MEMORANDUM NO. 1392

Transfer of Functions Relating to Procurement and Property Management

The Division of Procurement and Property Management of the Office of Budget and Finance together with its personnel, property, and records are hereby transferred to the Office of Plant and Operations, where its functions will be under the direction of the Director, Office of Plant and Operations, effective January 30, 1956. The determination of the property and records to be transferred and any necessary adjustment of fund allocations shall be made jointly by the Director of Office of Budget and Finance and the Director of Plant and Operations subject to the approval of the Administrative Assistant Secretary.

All delegations of authority and authorizations heretofore granted to the Director of Office of Budget and Finance in connection with the functions performed by this Division are hereby transferred to the Director, Office of Plant and Operations. All delegations and authorizations granted to the Chief of the Division of Procurement and Property Management or other members of the Division and all delegations and authorizations issued by the Office of Budget and Finance relating to the work of this Division shall remain in force and effect until altered by any action taken pursuant to the authority of this order.



Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

FEB 1 1956

MEMORANDUM NO. 1393

Reports on Agency Management Improvement Activities

1. Purpose. During the past two fiscal years the Department has not asked agencies to report on management improvements accomplished. Our attention during that time has been directed to problems of reorganization, the conduct of the Field Services Review, and other activities directed toward improved over-all administration. Developments in recent months suggest the advisability of re-instating regular, recurring reports designed to provide (a) current information on agency management programs, (b) documentation of significant major achievements, and (c) a mechanism for conveying to all agencies examples of improvements which may have general application.

Formerly reports of this type were prepared for submission to the Budget Bureau. It is contemplated that the reports now requested will serve primarily the internal needs of the Department and be useful, also, in our outside relationships. Accordingly, agency heads are requested to review program and administrative activities for the purpose of identifying and reporting management improvement developments in the fiscal years ~~1954 and 1955~~ *and 1956, to date.*

2. Information to be Included. The report should be limited to significant actions. Attention should be given to refinements in organization and procedures, to improvements in facilities for the review of management and program activities, and to any other accomplishments which have produced important results, such as:

- a. Significant dollar savings in administrative or program costs which have permitted reductions in appropriations or the redirection of time and materials to other activities. ~~Selective information of this type was reported to the Office of Budget and Finance in May, 1955, which need not be repeated in response to this memorandum.~~
- b. Increased efficiency and effectiveness in administrative and program operations, which has enabled the agency to improve the quality or scope of its activities and to accomplish its purposes more adequately. Special mention should also be made of new introductions in management practices and developmental activities that are in progress, as indications of the ingenuity and creative thinking that is being addressed to management problems in the Department.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

MEMORANDUM NO. 1223

Report on Agency Management Improvement Activities

1. Purpose. During the past two fiscal years the Department has not
been successful in reporting on management improvement activities. The
reason for this is that the time has been directed to the review of
the content of the field service review, and other activities
directed toward improved over-all administration. Development in recent
months has been the availability of re-organizing reports, reorganizing reports
issued to provide (a) current information on agency management programs,
(b) documentation of significant activities for achievements, and (c) a mechanism
for conveying to all agencies examples of improvements which may have
general application.

Formerly reports of this type were prepared for submission to the Bureau.
It is contemplated that the reports now prepared will serve
primarily the internal needs of the Department and be useful, also, in
our outside relationships. Accordingly, agency heads are requested to
review progress and administrative activities for the purpose of identifying
the and reporting management improvement developments in the fiscal year
1952-53.

2. Information to be included. The report should be limited to significant
activities. Attention should be given to effectiveness in organization
and management, to improvements in facilities for the review of management
and program activities, and to any other accomplishments which have pro-
duced important results, such as:

- a. Significant dollar savings in administrative or program costs which
have permitted reductions in expenditures or the reduction of
time and materials to other activities (effective utilization of
this type was reported to the Office of Budget and Finance in 1951).
- b. Increased efficiency and effectiveness in administrative and program
operations, which has enabled the agency to improve the quality or
scope of its activities and to accomplish its purposes more adequately.
Special mention should also be made of new techniques in management
practices and developmental activities that are in progress, as indicated
in the narrative and creative thinking that is being addressed
to management problems in the Department.

3. Procedures. In order to facilitate the handling of information submitted, the report should be prepared in the format of Exhibit A.

1. In the first part of the report, the accomplishments reported should be itemized and briefly described. The second part should contain more complete factual accounts of each item, including statements of (a) the nature of the problem, (b) the attack that was made on it, and (c) the results achieved. The third part should include concise comments about new ideas and creative developments ^{planned} in agency management improvement.

2. The Office of Budget and Finance has been asked to aid in the review of these reports. They should be submitted to the Director of Finance by ~~January 15~~ ^{February 27} 1956. Any questions concerning the reports may be referred to the Fiscal Management Staff, extension 3183.

Attachment

Ralph S. Roberts
Administrative Assistant Secretary

3. Procedure. In order to facilitate the handling of information submitted, the report should be prepared in the format of Exhibit A.

In the first part of the report, the accomplishments reported should be stated and briefly described. The second part should contain more complete factual accounts of each item, including statements of (a) the nature of the problem, (b) the action taken on it, and (c) the results achieved. The third part should include concise comments about new ideas and creative developments in agency management improvement.

The Office of Budget and Finance has been asked to add in the review of these reports. They should be submitted to the Director of Finance by January 15, 1956. Any questions concerning the reports may be referred to the Fiscal Management Staff, extension 2183.

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE

Report of the [insert name of agency] on
Management Improvement Activities
During the Fiscal Years 1954 and 1955.

1. Summary of Accomplishments.

(List each item by a descriptive title and state its scope and significance in one or two brief sentences.)

Example:

Division of Biologics Development Created. Research and test work formerly done in seven divisions has been unified. Operations in this growing field can now proceed with greater efficiency and an estimated \$10,000 per year can be re-directed from administrative to program costs.

2. Description of Accomplishments

(Give a factual account of each item, describing the nature of the problem, the attack that was made on it, and the results achieved. Wherever possible, the results should be expressed in dollar terms.)

Example:

Division of Biologics Development Created. For the past decade, the work of the agency in the field of biologics has been increasing, in keeping with the rapid expansion of the field. Both research and testing operations have been conducted by seven different divisions as regular parts of their programs. Early this year, an annual program review brought to light the complex coordinative mechanisms and the duplications in equipment required by this system. An agency committee studied the problem and recommended the creation of a new Division. Since it came into existence three months ago, this Division has increased the work output in this field by 50% at no additional cost and has instituted new methods of reporting its results, which enable it to serve this field more effectively.

3. Developments in Management Improvement.

(Present a brief, factual account of agency plans for developments in this area.)

Example:

Survey of Administrative Services. This survey is planned to develop means for decentralizing administrative services now performed on a centralized basis. Program activities in the field now account for 80% of agency personnel, compared with 20% five years ago. More efficient operations are expected to result if administrative services can be similarly situated.

UNITED STATES DEPARTMENT OF AGRICULTURE

Report of the [Agency name of agency]
Management Improvement Activities
During the fiscal years 1954 and 1955

1. Summary of Accomplishments

(List each item by a descriptive title and state its scope and
significance in one or two brief sentences.)

Example:

Division of Biological Development Created. Research and test work
formerly done in seven divisions has been unified. Operations in
this growing field can now proceed with greater efficiency and an
estimated 10,000 per year can be re-directed from administrative
to program costs.

2. Description of Accomplishments

(Give a factual account of each item, describing the nature of the
problem, the action that was made on it, and the results achieved.
Whenever possible, the results should be expressed in dollar terms.)

Example:

Division of Biological Development Created. For the past decade,
the work of the agency in the field of biology has been increasing
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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 10 1956

MEMORANDUM NO. 1393, SUPPLEMENT 1

Reports on Agency Management Improvement Activities

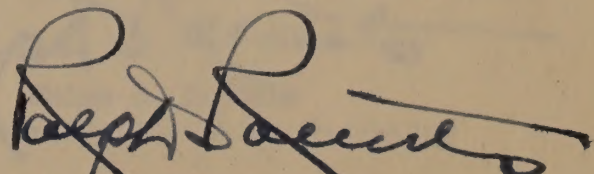
1. Review of agency reports. Agency reports on management improvement activities, submitted in response to Secretary's Memorandum No. 1393, demonstrate that serious attention is being given to the more effective and efficient accomplishment of our program objectives. Selected items of accomplishments cited in the reports have been prepared in digest form and copies are being given general distribution in each agency.

The Department's agencies and personnel are to be congratulated on the good work that has been done. However, if we are to maintain a high quality of responsible public service, these efforts must be continued and strengthened. Special attention should be given to this matter in all administrative and program planning.

2. Continuation of the reports. Because of the worthwhile nature of these reports, agency heads are requested to continue to submit them on November 1 of each year, to cover activities during the preceding fiscal year. A further report for fiscal year 1956 will not be required, in view of the fact that much of that information has already been reported in response to Secretary's Memorandum No. 1388, Supplement 1. The next such report will be required on November 1, 1957, to cover developments during the fiscal year 1957.

3. Report on agency management improvement programs. In order that current information will be available when needed at hearings and in response to inquiries, each agency head is asked to submit a special report, by November 1, 1956, containing a concise description of his agency's management improvement program, including (a) the name of the official responsible for the agency's management improvement effort, (b) an identification of those organization units with staff responsibility for management improvement, (c) a statement of the agency's management improvement objectives, and (d) a summary description of the methods used in systematically reviewing operations and in identifying areas for special management improvement effort.

The Office of Budget and Finance will assist in the review and analysis of these reports, which should be submitted to the Director of Finance. Any questions concerning them may be referred to the Fiscal Management Staff, extension 2526 or 3183.



Ralph S. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 1957

MEMORANDUM NO. 1393, SUPPLEMENT 1

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 3, 1957

MEMORANDUM NO. 1393, SUPPLEMENT 2

Reports on Agency Management Improvement Activities

1. Accomplishments in Fiscal Year 1957. Previous memoranda on this subject prescribed a format for preparation of annual reports on management improvement progress and requested that material for the past fiscal year be submitted by November 1, 1957. It is particularly urgent that this date be observed.

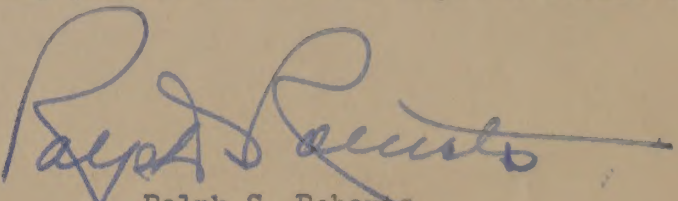
The excellent reports received heretofore have served a valuable dual purpose. They provide information frequently useful to Department officials and also document in each agency specific actions taken to advance the quality of the public service we render. Publication of selected examples evidences good work accomplished and encourages more widespread adoption of those having general application.

2. Content of the Report. Selectivity in reporting major items of significant importance will reduce the volume of the report and enhance its usefulness. Program developments as well as administrative improvements should be included. The report should be in three parts:

- a. List each item with a descriptive title.
- b. Describe for each item the nature of the problem, what action was taken, and the results achieved.
- c. State briefly current projects scheduled in the agency's management improvement program.

To the extent possible, data on economies realized and greater effectiveness in operations should be expressed in factual terms which indicate the redirection of manpower and funds to other essential activities.

3. Preparation of USDA Summary. Reports should be directed to the Office of Administrative Management which will review and summarize agency material for Departmental use. Inquiries concerning preparation of the reports should be referred to that office.


Ralph S. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 3, 1957

MEMORANDUM NO. 1393, SUPPLEMENT

Reports on Agency Management Improvement Activities

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[Handwritten signature and initials]
John A. [unclear]
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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 24, 1956

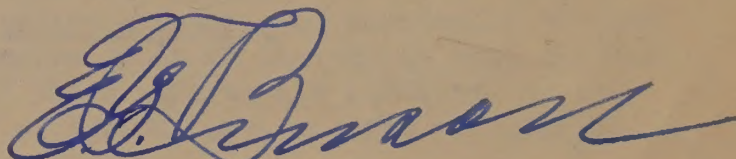
MEMORANDUM NO. 1394

Department's Incentive Awards Program

The Congress has indicated its interest in incentive awards through the passage of Public Law 763, 83rd Congress, Title III, which establishes a government-wide incentive awards program. At the time of passage of the Act, the President expressed his conviction that Federal employees can, if given the opportunity, make significant contributions to the important task of improving Government operations.

Concurrent with the release of the Department's Regulations on Incentive Awards (Chapter 62, Title 8, Administrative Regulations) I am requesting that agency heads assure themselves that within their agencies adequate provisions have been made and appropriate steps taken to assure the continued use of this management technique as a part of day to day operations. Employees should be encouraged by their supervisors to participate actively in the program and positive efforts should be made to obtain such participation.

The Office of Personnel, as a part of its regular review policy, will report on the emphasis which is being placed on the awards program by the various agencies. I am sure the agencies of the Department of Agriculture will give wholehearted cooperation to the success of the Incentive Awards Program.


Secretary



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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 8 1956

MEMORANDUM NO. 1395

Handling of General Accounting Office Audit and Investigation Reports

1. PURPOSE. This memorandum furnishes instructions for establishing within the Department a system of uniform handling of General Accounting Office audit and investigation reports, drafts thereof, and replies thereto, in order to assure (a) adequate and prompt dissemination of the report findings, and (b) expeditious replies of a consistent nature which accurately reflect the views of responsible officials of the agencies and the Department.
2. GENERAL. This memorandum pertains only to reports on activities of this Department, drafts thereof, and related correspondence prepared by the Division of Audits and the Office of Investigations, General Accounting Office. This memorandum is not applicable to exceptions (Form SF-1100) taken by the General Accounting Office, Division of Audits, to vouchers certified by authorized certifying officers.

Generally, General Accounting Office audit reports addressed to Congress are submitted in draft form by the Division of Audits to the head of the agency under audit and to the Director of Finance for comments prior to preparation of the final report. When the reports are submitted to Congress, the General Accounting Office furnishes copies to the President of the United States, the Secretary of the Treasury, the Bureau of the Budget, the Secretary of Agriculture, the Director of Finance, and the appropriate agency head. In certain instances, the Division of Audits, General Accounting Office, submits periodic reports on particular offices or programs covered by its comprehensive audit to the agency head for his information and comments. Copies of these reports are submitted to the Bureau of the Budget, the Secretary of Agriculture, and the Director of Finance.

General Accounting Office investigation reports may or may not be addressed to Congress, depending on the nature of the investigation findings or whether the investigation had been requested by a Congressional Committee. Copies of such investigation reports covering the Department activities are usually addressed to the Secretary of Agriculture. The General Accounting Office may also send copies to the Department of Justice or the Bureau of the Budget if the investigation findings warrant their consideration.

ACCOUNTING

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 2, 1935

MEMORANDUM NO. 1372

Handling of General Accounting Office Audit and Investigation Reports

1. PURPOSE. This memorandum furnishes instructions for establishing within the Department a system of uniform handling of General Accounting Office audit and investigation reports, audit thereof, and replies thereto, in order to assure (a) adequate and prompt dissemination of the report findings; and (b) expeditious replies of a consistent nature which accurately reflect the views or responsible officials of the agency and the Department.

2. SCOPE. This memorandum pertains only to reports on activities of this Department, audit thereof, and related correspondence prepared by the Division of Audit and the Office of Investigation, General Accounting Office. This memorandum is not applicable to exceptions (Form 54-100) taken by the General Accounting Office, Division of Audit, on vouchers certified by authorized certifying officers.

Generally, General Accounting Office audit reports addressed to Congress are submitted in draft form by the Division of Audit to the head of the agency under audit and to the Director of Finance for comment prior to preparation of the final report. When the reports are submitted to Congress, the General Accounting Office furnishes copies to the President of the United States, the Secretary of the Treasury, the Bureau of the Budget, the Secretary of Agriculture, the Director of Finance, and the appropriate agency head. In certain instances, the Division of Audit, General Accounting Office, submits periodic reports on particular activities or programs covered by its comprehensive audit to the agency head for his information and comments. Copies of these reports are submitted to the Bureau of the Budget, the Secretary of Agriculture, and the Director of Finance.

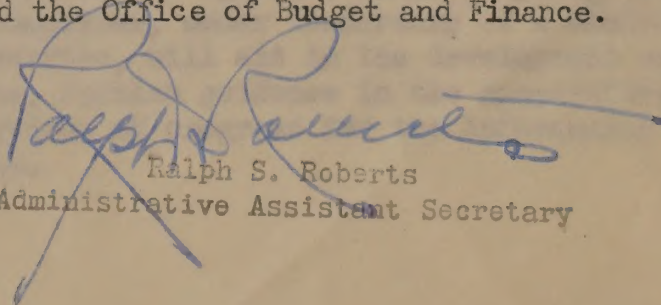
General Accounting Office investigation reports may or may not be addressed to Congress, depending on the nature of the investigation findings or whether the investigation has been requested by a Congressional Committee. Copies of such investigation reports covering the Department activities are usually addressed to the Secretary of Agriculture. The General Accounting Office may also send copies to the Department of Justice or the Bureau of the Budget if the investigation findings warrant their consideration.

3. RESPONSIBILITY OF AGENCY HEAD. The head of each agency will be responsible for taking prompt action (a) to consider the findings and recommendations set forth in General Accounting Office audit and investigation reports, (b) to initiate necessary corrective measures, (c) to prepare a reply to the General Accounting Office, and (d), where necessary, to clear the reply with the Office of the General Counsel. Replies to periodic audit reports and letters covering comments on drafts of final reports will be prepared for signature by the agency head. Replies to investigation reports addressed to the Secretary will be prepared for signature by the Secretary.

4. RESPONSIBILITY OF OFFICE OF BUDGET AND FINANCE. The Office of Budget and Finance is responsible at the Department level for coordination of the handling of all General Accounting Office reports, drafts thereof, and related correspondence. The Office of Budget and Finance will (a) forward copies of investigation reports directed to the Secretary to the appropriate agency official and to the Office of the General Counsel, (b) review drafts of audit and investigation reports and completed reports and advise the appropriate ~~Assistant Secretary and other interested~~ Department officials of the significant matters covered and recommendations made, together with appropriate comments relative thereto, (c) review all replies to such reports prior to release, (d) maintain follow-up, when necessary, in order to assure expeditious replies, and (e) maintain liaison with representatives of the Bureau of the Budget and others regarding General Accounting Office reports. RR

5. MEETINGS WITH GENERAL ACCOUNTING OFFICE OFFICIALS. In certain instances, it may be desirable because of complexity of subject, or other reasons, to discuss with the Director of Audits or the Chief of Investigations, General Accounting Office, matters covered in the reports. In such cases, the agency will first discuss the matter with members of the Office of Budget and Finance and, when appropriate, with the Office of the General Counsel. Meetings with the Assistant Director of Audits, General Accounting Office, assigned to this Department, for the purpose of discussing drafts of reports or other significant matters should be arranged by the agency, and the Office of Budget and Finance should be notified of the time and place of such meetings.

6. AGENCY LIAISON OFFICER. It is suggested that agency heads designate an individual who will be responsible for coordinating within the agency the handling of all General Accounting Office reports, drafts thereof, and related correspondence. The name and title of the agency official so designated should be furnished the Office of Budget and Finance.


Ralph S. Roberts
Administrative Assistant Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

April 10 1956

MEMORANDUM NO. 1396

National Inventory of Soil and Water Conservation Needs

The Department has constant need and use for information that can be gained only through a national inventory of soil and water conservation needs. This inventory would equip the Department to more effectively plan and carry out its responsibility in soil and water conservation. From it the Department could arrive at reasonable estimates of the magnitude and urgency of the various conservation measures needed to maintain and improve the country's productive capacity for all the people. The following policies, therefore, are hereby established:

1. A National Inventory of Soil and Water Conservation Needs will be made and kept current by the Department of Agriculture. This Inventory will be developed for each county in the United States and for appropriate subdivisions of the Territories. The goal for initial completion will be three years. The Forest Service has recently completed an intensive survey of the Nation's timber resources. County estimates for forestry, insofar as is possible, will be developed from this timber survey and other available forest resource information.
2. The Department agencies concerned with land use, soil and water conservation and the management of land resources which are to cooperate in this endeavor are: Agricultural Conservation Program Service, Agricultural Research Service, Commodity Stabilization Service, Federal Extension Service, Farmers Home Administration, Forest Service and Soil Conservation Service. Other agencies of the Department will be called upon where they can make a contribution. The Soil Conservation Service is hereby assigned responsibility for leadership.
3. A Department Soil and Water Conservation Needs Committee, comprised of one representative from each of the agencies named in paragraph 2, will be established. This committee, under leadership of a chairman from the Soil Conservation Service, will aid in the development and review of proposed procedures, furnish guidance in the cooperative effort, and make periodic reviews of progress for the information of the participating agencies.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

April 1936

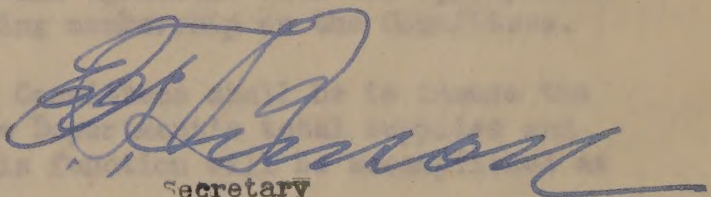
MEMORANDUM NO. 1274

National Inventory of Soil and Water Conservation Needs

The Department has constant need and use for information that can be gained only through a national inventory of soil and water conservation needs. This inventory would equip the Department to more effectively plan and carry out its responsibility in soil and water conservation. From it the Department could arrive at reasonable estimates of the magnitude and urgency of the various conservation measures needed to maintain and improve the country's productive capacity for all the people. The following policies, therefore, are hereby established:

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3. A Department Soil and Water Conservation Needs Committee, composed of one representative from each of the agencies named in paragraph 2, will be established. This committee, under leadership of a chairman from the Soil Conservation Service, will aid in the development and review of proposed procedures, furnish guidance in the cooperative effort, and make periodic reviews of progress for the information of the participating agencies.

4. A Soil and Water Conservation Needs Committee will be established in each State or Territory. Its membership will consist of representatives who work within the State or Territory for the Department agencies named in paragraph 2. The Soil Conservation Service representative will serve as chairman. The State Conservationist of the Soil Conservation Service will invite representation on the committee from the Land-Grant College, the State Forester, and other appropriate State agencies and groups who may be able to provide assistance and useful data. The State or Territorial committee will develop a plan for making the Inventory, and will submit it to the Administrator of the Soil Conservation Service for review and consideration of the Department Committee and the Assistant Secretary, Federal-States Relations.
5. Data will be developed separately for privately owned and publicly owned land. The Soil Conservation Service will be responsible for collecting basic physical data on soil and water on non-federally owned lands. The Forest Service will be responsible for the adequacy of the physical data on forestry on non-federally owned lands. The Forest Service and other land management agencies will be responsible for making the Inventory on lands under their jurisdiction.
6. Cooperation of State and local agencies, organizations, and groups concerned with soil, water, forest, range and wildlife conservation, utilization, and management will be actively solicited in the development and review of the Inventory. The Department of Agriculture will also seek and encourage the cooperation of other Federal agencies, responsible for land management activities, in the development of data which can be utilized in the National Inventory of Soil and Water Conservation Needs.


Secretary

A Soil and Water Conservation Needs Committee will be established in each State or Territory. Its membership will consist of representatives who work within the State or Territory for the Department agencies named in paragraph 2. The Soil Conservation Service representative will serve as chairman. The State Conservationist of the Soil Conservation Service will invite representation on the committee from the Land-Grant College, the State Forester, and other appropriate State agencies and groups who may be able to provide assistance and useful data. The State or Territorial committee will develop a plan for making the inventory, and will submit it to the Administrator of the Soil Conservation Service for review and consultation of the Department Committee and the Assistant Secretary, Federal-State Relations.

5. Data will be developed separately for privately owned and publicly owned land. The Soil Conservation Service will be responsible for collecting basic physical data on soil and water on non-federally owned lands. The Forest Service will be responsible for the adequacy of the physical data on forestry on non-federally owned lands. The Forest Service and other land management agencies will be responsible for making the inventory on lands under their jurisdiction.

6. Cooperation of State and local agencies, organizations, and groups concerned with soil, water, forest, range and wildlife conservation, utilization, and management will be actively solicited in the development and review of the inventory. The Department of Agriculture will also seek and encourage the cooperation of other Federal agencies, responsible for land management activities, in the development of data which can be utilized in the National Inventory of Soil and Water Conservation Needs.


Secretary



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

April 12 1956

MEMORANDUM NO. 1397

Area Agriculture Equipment Committees

Analysis of the boundaries of the present Agriculture Equipment Committee areas in relation to the current field administrative organizations of the major Department agencies and of the over-all Committee functions and work-load indicates that the utilization and disposition of the Department's excess personal property in the field can be most efficiently and economically coordinated and processed through a lesser number of Committees serving larger areas. Accordingly, it is hereby directed that the present seven Area Agriculture Equipment Committees are to be discontinued on April 30, 1956 and the functions thereof assumed by three Committees to be organized and to function as follows:

1. An Area Agriculture Equipment Committee shall be organized, effective May 1, 1956, in each of the three geographical areas indicated on the attached map (Exhibit 1), to be composed of one or more representatives of each of the agencies operating in those areas.
2. In order that the headquarters of the Committee operations will not be subject to changes of location too frequently, a member of each Committee will be appointed as Chairman by the Administrative Assistant Secretary, to serve at his pleasure, upon recommendation of the Director of the Office of Plant and Operations after consultation and agreement with the appropriate officials of the agencies having membership on the Committees.
3. The primary function of these Committees shall be to insure the maximum practicable use of the Department's total supplies and equipment in the field and this function will be accomplished as follows:
 - (a) Agencies will report their excess property and, to the extent practicable, make known their needs for property to the appropriate Committee Chairman;
 - (b) Chairmen will periodically circularize lists of reported excess and needed property to all agencies in their respective areas and will exchange such information with the Chairmen of the other Committees.
 - (c) Agencies will, to the maximum extent practicable, fill their needs for property by requesting the transfer, through the appropriate Chairman, of suitable property known to be excess to the needs of another agency;

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

April 12, 1938

MEMORANDUM FOR

Area Agriculture Improvement Committees

Analysis of the boundaries of the present Agriculture Improvement Committees areas in relation to the current field administrative organization of the major Department agencies and of the over-all Committee structure and with field conditions that the utilization and disposition of the Department's excess personal property in the field can be most efficiently and economically coordinated and processed through a lesser number of Committees serving larger areas. Accordingly, it is hereby directed that the present seven Area Agriculture Improvement Committees are to be discontinued on April 30, 1938 and the function thereof assumed by three Committees to be organized and to function as follows:

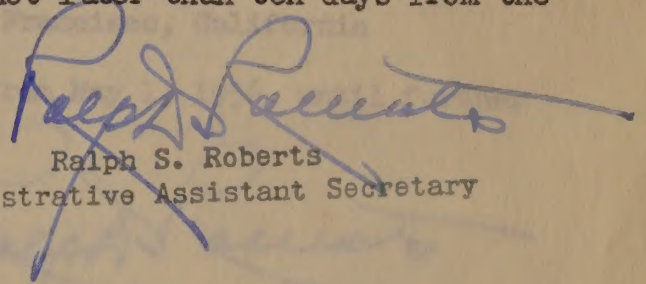
1. An Area Agriculture Improvement Committee shall be organized, effective May 1, 1938, in each of the three geographical areas indicated on the attached map (Exhibit I), to be composed of one or more representatives of each of the agencies operating in those areas.
2. In order that the headquarters of the Committee operations will not be subject to change of location too frequently, a member of each Committee will be appointed as Chairman by the Director, Bureau of Agricultural Economics, to serve at his pleasure, upon recommendation of the Director of the Office of Plans and Operations after consultation and agreement with the appropriate officials of the agencies having membership on the Committee.
3. The primary function of these Committees shall be to insure the maximum practicable use of the Department's total supplies and equipment in the field and this function will be accomplished as follows:

- (a) Agencies will report their excess property and, to the extent practicable, make known their needs for property to the appropriate Committee Chairman;
- (b) Chairman will periodically circulate lists of reported excess and needed property to all agencies in their respective areas and will exchange such information with the Chairman of the other Committees;
- (c) Agencies will, to the maximum extent practicable, fill their needs for property by requesting the transfer through the appropriate Chairman of surplus property known to be excess to the needs of another agency;

- (d) Chairmen will authorize all interagency transfers of property located within their respective areas and make appropriate authorization or arrangements for other disposition of property determined to be excess to the Department's needs, in accordance with the Administrative Regulations of the Department.
4. Chairmen will establish priorities, where necessary, with regard to the transfer of excess property among Department agencies.
 5. The Chairmen will serve, when necessary, as liaison officers for the Department with field offices of other Federal agencies such as the General Services Administration and Department of Health, Education and Welfare on matters pertaining to excess and surplus property.
 6. The Chairmen or other Committee members shall, upon request, represent the Director of Plant and Operations on any field problem requiring his consideration.
 7. The Director of the Office of Plant and Operations will provide Chairmen with sufficient clerical assistance to perform the required operational functions assigned to the Committees.

The Director of Plant and Operations shall make appropriate arrangements for the transfer of the personnel, property, records and funds of the Committees.

Agency heads are requested to designate appropriate representatives to serve on each of the reconstituted Area Committees and to advise the Director of Plant and Operations of such designations not later than ten days from the date of this memorandum.


Ralph S. Roberts
Administrative Assistant Secretary

Attachment

This memorandum supersedes Secretary's
Memorandum No. 1127, Rev. 1, dated
August 9, 1955

added by Secretary's Records

(d) Chairmen will authorize all interagency transfers of property located within their respective areas and make appropriate authorization or arrangements for other disposition of property determined to be excess to the Department's needs, in accordance with the Administrative Regulations of the Department.

4. Chairmen will establish priorities, where necessary, with regard to the transfer of excess property among department agencies.

5. The Chairmen will serve, when necessary, as liaison officers for the Department with field offices of other Federal agencies such as the General Services Administration and Department of Health, Education and Welfare on matters pertaining to excess and surplus property.

6. The Chairmen or other Committee members shall, upon request, represent the Director of Plant and Operations on any field problem requiring his consideration.

7. The Director of the Office of Plant and Operations will provide Chairman with sufficient clerical assistance to perform the required operational functions assigned to the Committee.

The Director of Plant and Operations shall make appropriate arrangements for the transfer of the personnel, property, records and funds of the Committee.

Agency heads are requested to designate appropriate representatives to serve on each of the reconstituted Area Committees and to advise the Director of Plant and Operations of such designations not later than ten days from the date of this memorandum.

Ralph S. Roberts
Administrative Assistant Secretary

Attachment

This memorandum superseded Secretary's
Memorandum No. 1127, Rev. 1, dated
August 2, 1955

Added by Secretary's Records



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 24 1956

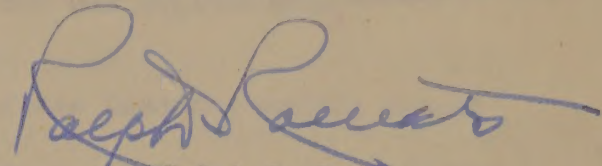
MEMORANDUM NO. 1397, SUPPLEMENT 1

Appointment of Area Chairmen to
Area Agriculture Equipment Committees

Upon recommendation of the Director of Plant and Operations, Area Chairmen are hereby appointed as follows:

<u>Area</u>	<u>Chairman</u>
I	Paul K. Knierim Agricultural Research Service Philadelphia (Wyndmoor), Penna.
II	Richard C. Bender Agricultural Marketing Service Chicago, Illinois
III	Donald Ball Forest Service San Francisco, California

These appointments are effective from May 1, 1956, until further notice.


Ralph S. Roberts
Administrative Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM FOR THE SECRETARY

Subject: [Illegible]

Upon receipt of the letter of [Illegible] dated [Illegible], and
in view of the [Illegible] [Illegible] [Illegible]

Enclosed

1

Paul H. [Illegible]
[Illegible] [Illegible] [Illegible]
[Illegible] ([Illegible]) [Illegible]

1

Robert L. [Illegible]
[Illegible] [Illegible] [Illegible]
[Illegible] [Illegible]

1

Joseph [Illegible]
[Illegible] [Illegible]
San Francisco, California

1

These [Illegible] are effective from [Illegible] until [Illegible]
[Illegible]

[Faint signature and text at bottom of page]



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 13 1956

MEMORANDUM NO. 1398

Field Coordination of Defense

Mobilization and Civil Defense Activities

Defense Mobilization Order I-9 and FCDA Delegation 2 both assign specific responsibilities to the Department of Agriculture for certain "defense" activities. Secretary's Memoranda Nos. 1346 (and supplements 1, 2, and 3), 1350, and 1376 implement the above orders and outline the assignment of responsibilities to the agencies of the Department.

The Office of Defense Mobilization and the Federal Civil Defense Administration have established regional offices in the field. To provide appropriate liaison with such regional offices, the Department has designated staff members from USDA agencies to serve as Regional Liaison Representatives on Defense Mobilization and Civil Defense activities. ~~There is shown on the reverse side of this memorandum~~

RR ~~The~~ geographic areas assigned to these representatives, and the relationship of such areas to FCDA and ODM regions, ~~are shown on the reverse side of this memorandum.~~ *are shown on the attached*

The designation of these Representatives does not modify agency authority and responsibility for defense planning under existing delegations, or affect the responsibility of individual field offices of the Department "for the protection of their own personnel, buildings, and property". It does, however, establish a focal point to which ODM and FCDA can turn for information or to discuss requests for assignment of appropriate local technical assistance needed in



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 1958

MEMORANDUM NO. 1048

Field Coordination of Defense
Mobilization and Civil Defense Activities

Defense Mobilization Order 1-9 and FEMA Relocation 2 both assign specific responsibilities to the Department of Agriculture for certain "defense" activities. Secretary's Memoranda Nos. 1346 and 1347, dated 12/23/57 and 1/10/58, respectively, implement the above orders and outline the assignment of responsibilities to the various offices of the Department.

The Office of Defense Mobilization and the Federal Civil Defense Administration have established regional offices in the field. To provide appropriate liaison with such regional offices, the Department has designated staff members from USDA agencies to serve as regional liaison representatives on Defense Mobilization and Civil Defense activities. There is shown on the reverse of this memorandum the geographic areas assigned to these representatives, and the relationship of each area to FEMA and ODM regions.

The designation of these representatives does not modify agency authority and responsibility for defense planning under existing delegations, or affect the responsibility of individual field offices of the Department for the protection of their own personnel, buildings, and property. It does, however, establish a focal point to which ODM and FEMA can turn for information or to discuss requests for assignment of appropriate local technical assistance needed in

their programs, and for the coordination of field relationships regarding "defense" matters between field offices of the Department and between the Department and ODM and FCDA.

The national offices of ODM and FCDA will be instructed to have inquiries and correspondence in the individual regions directed to our designated Representatives. These Representatives should receive carbon copies of any direct correspondence which they do not originate or which they may refer for handling by others.

The duties and responsibilities of the Representatives are divided into two phases, (1) pre-emergency planning activities and (2) emergency activities. Details of each are as follows:

1. Pre-emergency planning activities:

- a. Serves as USDA liaison officer within his assigned area with Regional FCDA and ODM office(s) and other defense activities in respect to all programs and activities of the Department;
- b. Arranges for meetings of USDA agency personnel designated to work with him as staff in his capacity as Liaison Representative. Each agency of the Department primarily concerned with the Department's defense activities shall designate such a representative or representatives who shall be approved by the Secretary's office;
- c. Makes specific defense assignments to individual agency representatives consistent with functions which they represent, including representation of USDA at appropriate meetings;

Each program, and for the coordination of field relationships regarding defense matters between field offices of the Department and between the Department and OIA and TDA.

The national offices of OIA and TDA will be instructed to have indicated and correspondence in the individual regions directed to our designated representatives. These representatives should receive copies of any direct correspondence which they do not originate or which they may refer for handling by others.

The duties and responsibilities of the representatives are divided into two phases, (1) pre-emergency planning activities and (2) emergency activities. Details of each are as follows:

1. Pre-emergency planning activities:

- a. Serves as USA Liaison Officer within his assigned area with Regional TDA and OIA office(s) and other defense activities in respect to all programs and activities of the Department;
- b. Arranges for meetings of USA agency personnel designed to work with him as staff in his capacity as Liaison Representative. Each agency of the Department primarily concerned with the Department's defense activities shall designate such a representative or representatives who shall be approved by the Secretary's Office;

- c. Makes specific defense assignments to individual agency representatives consistent with functions which they represent, including representation of USA as appropriate needed;

- d. Keeps the agencies within his area informed on a current basis of defense activities and advises the national headquarters regarding these activities;
- e. Develops, and maintains in a state of readiness, a plan for his region, consistent with the national plan, for full activation of the Department's defense functions during an emergency, including establishment of field relocation points and effective means of communication with USDA field locations in the area.

2. Emergency activities:

- a. Analyzes and appraises immediate post-attack situation to determine the appropriate action to be taken under his emergency delegations;
- b. Continues to perform general liaison and defense information functions similar to his pre-emergency activities;
- c. To the extent essential communications are interrupted between any primary Department defense office in his area and its national headquarters, he will seek to restore such communications;
- d. During any period when communication with national headquarters is impossible, assumes responsibility for full direction of Department defense activities in his area until adequate communications have been restored.

d. Keep the agencies within his area informed on a current

basis of defense activities and maintain the national

headquarters regarding these activities;

e. Develop, and maintain in a state of readiness, a plan for

his region, consistent with the national plan, for full

activation of the Department's defense functions during an

emergency, including establishment of field relocation points

and effective means of communication with USAF field locations

in the area.

2. Emergency activities:

a. Analyze and appraise immediate post-attack situation to

determine the appropriate action to be taken under his emergency

delegation;

b. Continue to perform general liaison and defense information

functions similar to his pre-emergency activities;

c. To the extent essential communications are interrupted between

any primary Department defense office in his area and the

national headquarters, he will seek to restore such communications;

d. During any period when communication with national headquarters

is impossible, assume responsibility for full direction of

Department defense activities in his area until adequate com-

munications have been restored.

Policy guidance and servicing of the Regional Representatives in the pre-emergency planning period will be governed by the following considerations:

The over-all policy direction of the Regional Representatives will be from the Office of the [?]~~Under~~ Secretary. The responsibility for servicing the Representatives is placed in the Food and Materials Requirements Division of the Commodity Stabilization Service. Communications to the Regional Representatives will be issued by the Office of the [?]~~Under~~ Secretary or the Food and Materials Requirements Division. Communications originating with the Regional Representatives will be directed to the Office of the [?]~~Under~~ Secretary when they deal with policy and to the Food and Materials Requirements Division when they deal with operations.

Communications and instructions to be sent to the Regional Representatives will deal for the most part with:

1. Regional activities of the Office of Defense Mobilization.
2. Regional activities of the Federal Civil Defense Administration.

It is understood, however, that each agency of the Department will communicate directly with its field offices on all matters which relate to the responsibilities of that agency. Copies of such communications will be furnished to the Regional Representative in order to keep him informed on all "defense" activities in his area.

Policy guidance and servicing of the Regional Representatives in the pre-emergency planning period will be governed by the following con-

siderations:

The over-all policy direction of the Regional Representatives will be from the Office of the Under Secretary. The responsibility for servicing the Representative is placed in the Food and Materials Requirements Division of the Commodity Stabilization Service. Communications to the Regional Representatives will be issued by the Office of the Under Secretary or the Food and Materials Requirements Division. Communications originating with the Regional Representatives will be directed to the Office of the Under Secretary when they deal with policy and to the Food and Materials Requirements Division when they deal with operations.

Communications and instructions to be sent to the Regional Represen-

tatives will deal for the most part with:

1. Regional activities of the Office of Defense Mobilization.
2. Regional activities of the Federal Civil Defense Administration.

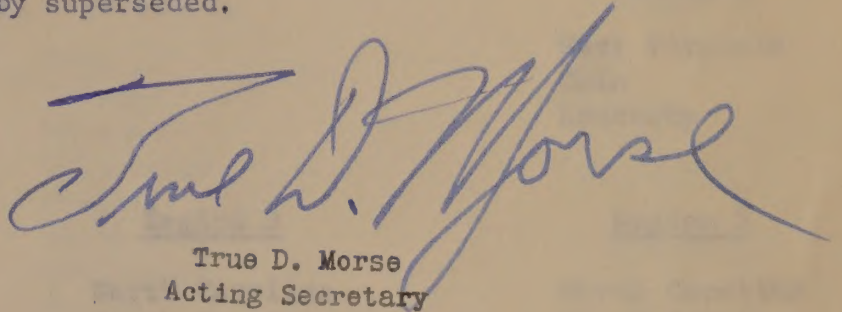
It is understood, however, that each agency of the Department will communicate directly with its field offices on all matters which relate to the responsibilities of that agency. Copies of such communications will be furnished to the Regional Representative in order to keep him informed on all defense activities in his area.

The responsibility for servicing the Regional Representatives will include preparation of instructions consistent with policy guidance ^{of the Secretary's Office} of the Under Secretary, answering inquiries and evaluating reports of progress of defense activities in each region. The servicing office will make copies of instructions and communications available to appropriate agencies of the Department so that they may be currently informed of the activities being undertaken.

Designations of Regional Liaison Representatives on Defense Mobilization and Civil Defense Activities will be made by supplements to this memorandum.

Within each agency of the Department the agency head should provide such distribution of this memorandum, or parts thereof, as may be appropriate and necessary.

Memorandum No. 1377, dated May 12, 1955, and Supplement 1, dated November 1, 1955, are hereby superseded.


True D. Morse
Acting Secretary

The responsibility for advising the Regional Representatives will include preparation of instructions consistent with policy guidance of the War Relocation Authority, answering inquiries and evaluating reports of progress of defense activities in each region. The servicing office will make copies of instructions and communications available to appropriate agencies of the Department so that they may be currently informed of the activities being undertaken.

Designations of Regional Liaison Representatives on Defense Mobilization and Civil Defense Activities will be made by Supplement to this memorandum.

Within each agency of the Department the agency head should provide such distribution of this memorandum, or parts thereof, as may be appropriate and necessary.

Memorandum No. 1377, dated May 12, 1943, and Supplement I, dated November 1, 1943, are hereby superseded.


Louis D. Morris
Acting Secretary

Area assigned
to U.S.D.A.
Liaison Representative

F.C.D.A.

O.D.M.

Area 1

Maine
New Hampshire
Vermont
Massachusetts
Rhode Island
Connecticut
New York
New Jersey

Region 1

Maine
New Hampshire
Vermont
Massachusetts
Rhode Island
Connecticut
New York
New Jersey

Region 1

Maine
New Hampshire
Vermont
Massachusetts
Rhode Island
Connecticut

Region 2

New York
New Jersey

Area 2

Pennsylvania
Delaware
Maryland
Virginia
West Virginia
Ohio
Kentucky

Region 2

Pennsylvania
Delaware
Maryland
Virginia
West Virginia
Ohio
Kentucky

Region 3

Pennsylvania
Delaware
Maryland
Virginia

Region 4

West Virginia
Ohio
Kentucky

Area 3

North Carolina
South Carolina
Georgia
Florida
Tennessee
Alabama
Mississippi

Region 3

North Carolina
South Carolina
Georgia
Florida
Tennessee
Alabama
Mississippi

Region 5

North Carolina
South Carolina
Georgia
Florida
Tennessee
Alabama
Mississippi

Area assigned
to U.S.D.A.

Alaskan Representative

Area 1

Maine
New Hampshire
Vermont
Massachusetts
Rhode Island
Connecticut
New York
New Jersey

U.S.D.A.

Region 1

Maine
New Hampshire
Vermont
Massachusetts
Rhode Island
Connecticut
New York
New Jersey

U.S.D.A.

Region 1

Maine
New Hampshire
Vermont
Massachusetts
Rhode Island
Connecticut

Area 2

Pennsylvania
Delaware
Maryland
Virginia
West Virginia
Ohio
Kentucky

Region 2

Pennsylvania
Delaware
Maryland
Virginia
West Virginia
Ohio
Kentucky

Region 2

Pennsylvania
Delaware
Maryland
Virginia

Area 3

North Carolina
South Carolina
Georgia
Florida
Tennessee
Alabama
Mississippi

Region 3

North Carolina
South Carolina
Georgia
Florida
Tennessee
Alabama
Mississippi

Region 3

North Carolina
South Carolina
Georgia
Florida
Tennessee
Alabama
Mississippi

Area 4

Michigan
Wisconsin
Indiana
Illinois
Missouri

Region 4

Michigan
Wisconsin
Indiana
Illinois
Missouri

Region 6

Michigan
Wisconsin
Indiana
Illinois
Missouri

Area 5

Arkansas
Louisiana
Klahoma
Texas
New Mexico

Region 5

Arkansas
Louisiana
Oklahoma
Texas
New Mexico

Region 8

Arkansas
Louisiana
Oklahoma
Texas
New Mexico

Area 6

Minnesota
Iowa
North Dakota
South Dakota
Nebraska
Kansas
Wyoming
Colorado

Region 6

Minnesota
Iowa
North Dakota
South Dakota
Nebraska
Kansas
Wyoming
Colorado

Region 7

Minnesota
Iowa
North Dakota
South Dakota
Nebraska
Kansas
Wyoming
Colorado

Area 7

Utah
Arizona
Nevada
California

Region 7

Utah
Arizona
Nevada
California
Montana

Region 9

Utah
Arizona
Nevada
California

Area 8

Montana
Idaho
Washington
Oregon

Idaho
Washington
Oregon

Region 10

Montana
Idaho
Washington
Oregon

Area 1

Missouri
Illinois
Indiana
Wisconsin
Michigan

Area 2

New Mexico
Texas
Oklahoma
Louisiana
Arkansas

Area 3

Colorado
Wyoming
Kansas
Nebraska
South Dakota
North Dakota
Iowa
Minnesota

Area 4

California
Nevada
Arizona
Utah

Area 5

Oregon
Washington
Idaho
Montana

Region 6

Missouri
Illinois
Indiana
Wisconsin
Michigan

Region 7

New Mexico
Texas
Oklahoma
Louisiana
Arkansas

Region 8

Colorado
Wyoming
Kansas
Nebraska
South Dakota
North Dakota
Iowa
Minnesota

Region 9

Oregon
Washington
Idaho
Montana
California
Nevada
Arizona
Utah

Region 10

Missouri
Illinois
Indiana
Wisconsin
Michigan

Region 11

New Mexico
Texas
Oklahoma
Louisiana
Arkansas

Region 12

Colorado
Wyoming
Kansas
Nebraska
South Dakota
North Dakota
Iowa
Minnesota

Region 13

California
Nevada
Arizona
Utah

Region 14

Oregon
Washington
Idaho
Montana



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 13 1956

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

MEMORANDUM NO. 1348, Supplement 1

Field Coordination of Defense
Mobilization and Civil Defense Activities

The following individuals are designated as Regional Liaison Representatives on Defense Mobilization and Civil Defense activities, under Memorandum No. 1348, to serve until otherwise indicated by the Secretary:

For Area 1 -

Richard D. Aplin
Milk Market Order Administrator
Agricultural Marketing Service, USDA
Room 403, 230 Congress Street
Boston, Massachusetts

For Area 2 -

Harley E. Banks
Commodity Office
Commodity Stabilization Service, USDA
1010 Broadway
Cincinnati, Ohio

For Area 3 -

Russell H. James
Food Distribution Division
Agricultural Marketing Service, USDA
50 Seventh Street, N. E.
Atlanta, Georgia

For Area 4 -

Oscar F. Beyer
Food Distribution Division
Agricultural Marketing Service, USDA
226 West Jackson Boulevard
Chicago, Illinois



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 1935

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

MEMORANDUM NO. 1, Supplement 1

Field Coordination of Defense
Stabilization and Civil Defense Activities

The following individuals are designated as Regional Liaison Representatives on Defense Stabilization and Civil Defense activities, under Memorandum No. 1, Supplement 1, to serve until otherwise indicated by the Secretary:

For Area 1 -

Richard D. Aglin
Milk Market Order Administrator
Agricultural Marketing Service, USDA
Room 403, 230 Congress Street
Boston, Massachusetts

For Area 2 -

Harley E. Banks
Commodity Office
Commodity Stabilization Service, USDA
1919 Broadway
Cincinnati, Ohio

For Area 3 -

Russell H. James
Food Distribution Division
Agricultural Marketing Service, USDA
20 Seventh Street, N. E.
Atlanta, Georgia

For Area 4 -

Robert P. Meyer
Food Distribution Division
Agricultural Marketing Service, USDA
235 West Jackson Boulevard
Chicago, Illinois

For Area 5 -

Walter T. McKay
State Director
Farmers Home Administration, USDA
406 U. S. Terminal Annex
Dallas, Texas

For Area 6 -

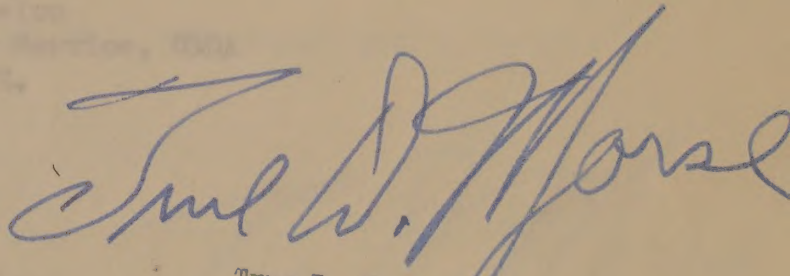
James R. Dutton
Plant Pest Control Branch
Agricultural Research Service, USDA
Building 85, Federal Centre
Denver, Colorado

For Area 7 -

Charles A. Connaughton
Regional Forester
Forest Service, USDA
630 Sansome Street
San Francisco 11, California

For Area 8 -

John Wenn, Jr.
Deputy Director, Management
Commodity Office
Commodity Stabilization Service, USDA
515 Southwest Tenth Street
Portland, Oregon


True D. Morse
Acting Secretary

For Area 2 -

Michael T. McKay
State Director
Farmers Home Administration, USDA
400 U. S. Terminal Annex
Dallas, Texas

For Area 6 -

James R. Dutton
Plant Pest Control Branch
Agricultural Research Service, USDA
Building 8, Federal Center
Denver, Colorado

For Area 7 -

Charles A. Gonnard
Regional Forester
Forest Service, USDA
210 Sansome Street
San Francisco 11, California

For Area 8 -

John Wynn, Jr.
Deputy Director, Management
Commodity Office
Commodity Stabilization Service, USDA
215 Southwest Third Street
Portland, Oregon

Charles W. Jones
True D. Morse
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

January 25 1957

MEMORANDUM NO. 1398, SUPPLEMENT 1, REVISED

Field Coordination of Defense
Mobilization and Civil Defense Activities

The following individuals have been designated as Regional Liaison Representatives on Defense Mobilization and Civil Defense activities, under Memorandum No. 1398, to serve until otherwise indicated by the Secretary:

For Area 1 -

Richard D. Aplin
Milk Market Order Administrator
Agricultural Marketing Service, USDA
Room 403, 230 Congress Street
Boston, Massachusetts

For Area 2 -

Harley E. Banks
Commodity Office
Commodity Stabilization Service, USDA
1010 Broadway
Cincinnati, Ohio

For Area 3 -

Russell H. James
Food Distribution Division
Agricultural Marketing Service, USDA
50 Seventh Street, N. E.
Atlanta, Georgia

For Area 4 -

Oscar F. Beyer
Food Distribution Division
Agricultural Marketing Service, USDA
226 West Jackson Boulevard
Chicago, Illinois

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D.C.

MEMORANDUM FOR THE SECRETARY, DEPARTMENT OF AGRICULTURE

Subject: Agricultural Research Service
Re: Agricultural Research Service

The following information has been received from the Agricultural Research Service, Department of Agriculture, and is being furnished to you for your information and guidance.

For Area 1 -

Mr. J. H. ...
Agricultural Research Service, USDA
Room 101, 200 ...
Washington, D.C.

For Area 2 -

Mr. J. H. ...
Agricultural Research Service, USDA
Room 101, 200 ...
Washington, D.C.

For Area 3 -

Mr. J. H. ...
Agricultural Research Service, USDA
Room 101, 200 ...
Washington, D.C.

For Area 4 -

Mr. J. H. ...
Agricultural Research Service, USDA
Room 101, 200 ...
Washington, D.C.

For Area 5 -

Walter T. McKay
State Director
Farmers Home Administration, USDA
406 U. S. Terminal Annex
Dallas, Texas

For Area 6 -

Bernard H. Hopkins
State Conservationist
Soil Conservation Service, USDA
345 E. 2nd Street
Casper, Wyoming

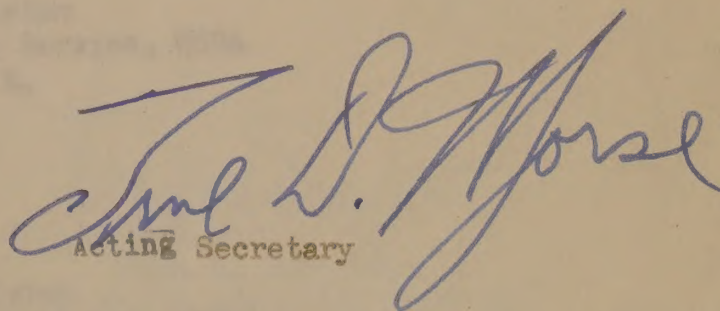
For Area 7 -

Charles A. Connaughton
Regional Forester
Forest Service, USDA
630 Sansome Street
San Francisco 11, California

For Area 8 -

John Wenn, Jr.
Deputy Director, Management
Commodity Office
Commodity Stabilization Service, USDA
515 Southwest Tenth Street
Portland, Oregon.

This revision supersedes Memorandum No. 1398, Supplement 1, dated June 13, 1956.


Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

September 17, 1957

MEMORANDUM NO. 1398, SUPPLEMENT 1, REVISED

Field Coordination of Defense
Mobilization and Civil Defense Activities

The following individuals have been designated as Regional Liaison Representatives on Defense Mobilization and Civil Defense activities, under Memorandum No. 1398, to serve until otherwise indicated by the Secretary:

For Area 1 -

Richard D. Aplin
Milk Market Order Administrator
Agricultural Marketing Service, USDA
Room 403, 230 Congress Street
Boston 10, Massachusetts

For Area 2 -

Harley E. Banks
Commodity Office
Commodity Stabilization Service, USDA
222 East Central Parkway
Cincinnati 10, Ohio

For Area 3 -

Russell H. James
Food Distribution Division
Agricultural Marketing Service, USDA
50 Seventh Street, N. E.
Atlanta 23, Georgia

For Area 4 -

Oscar F. Beyer
Food Distribution Division
Agricultural Marketing Service, USDA
226 West Jackson Boulevard
Chicago 5, Illinois

Room 926, 431

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

September 17, 1951

MEMORANDUM FOR THE SECRETARY, AGRICULTURE, DEPARTMENT OF AGRICULTURE

Field Investigation of the
Relationship and Effect of Various Activities

The following individuals have been designated as Regional Liaison Representatives on various activities and their respective activities, under Memorandum No. 1398, to carry out the activities indicated by the Secretary:

For Area 1 -

Richard D. Smith
Acting Director, Agricultural Extension Service, USDA
Room 100, 700 Broadway Street
Boston 10, Massachusetts

For Area 2 -

Harry S. Smith
Community Office
Community Extension Service, USDA
222 East Central Parkway
Cincinnati 10, Ohio

For Area 3 -

Samuel H. Jones
Food Distribution Division
Agricultural Extension Service, USDA
50 Seventh Street, N. W.
Atlanta 23, Georgia

For Area 4 -

George F. Brown
Food Distribution Division
Agricultural Extension Service, USDA
600 West Jackson Boulevard
Chicago 5, Illinois

For Area 5 -

Walter T. McKay
State Director
Farmers Home Administration, USDA
406 U. S. Terminal Annex
Dallas 1, Texas

For Area 6 -

Bernard H. Hopkins
State Conservationist
Soil Conservation Service, USDA
345 E. 2nd Street
Casper, Wyoming

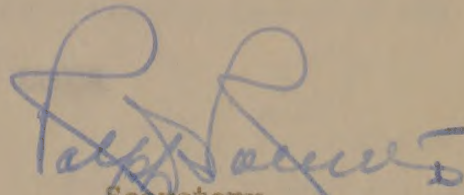
For Area 7 -

Charles A. Connaughton
Regional Forester
Forest Service, USDA
630 Sansome Street
San Francisco 11, California

For Area 8 -

John Wenn, Jr.
Deputy Director, Management
Commodity Office
Commodity Stabilization Service, USDA
1218 S. W. Washington Street
Portland 5, Oregon

This revision supersedes Memorandum No. 1398, Supplement 1, Revised,
dated January 25, 1957.


Secretary
Ralph S. Roberts
Administrative Assistant Secretary

Oscar F. Meyer
Food Distribution Administration
Agricultural Marketing Service, USDA
Room 526, 441 South Dearborn Street
Chicago 5, Illinois

For Area 5 -

Robert T. Harty
State Director
Tennessee Game Administration, USDA
Box 11, S. Terminal Annex
Dallas 1, Texas

For Area 6 -

Bernard W. Hopkins
State Conservationist
Wild Game Commission Service, USDA
315 E. 2nd Street
Chester, Wyoming

For Area 7 -

Charles A. Cunningham
Regional Forester
Forest Service, USDA
630 Second Street
San Francisco 11, California

For Area 8 -

John Long, Jr.
Deputy Director, Management
County Office
Community Rehabilitation Service, USDA
1218 S. W. Washington Street
Portland 2, Oregon

This revision supersedes Memorandum No. 1798, August 1, 1958, dated January 22, 1957.


Ralph E. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 23, 1958

MEMORANDUM NO. 1398, SUPPLEMENT 1, REVISED

Field Coordination of Defense
Mobilization and Civil Defense Activities

The following individuals have been designated as Regional Liaison Representatives on Defense Mobilization and Civil Defense activities, under Memorandum No. 1398, to serve until otherwise indicated by the Secretary:

For Area 1 -

Richard D. Aplin
Milk Market Order Administrator
Agricultural Marketing Service, USDA
Room 403, 230 Congress Street
Boston 10, Massachusetts

For Area 2 -

Harley E. Banks
Commodity Office
Commodity Stabilization Service, USDA
222 East Central Parkway
Cincinnati 2, Ohio

For Area 3 -

Russell H. James
Food Distribution Division
Agricultural Marketing Service, USDA
50 Seventh Street, N. E.
Atlanta 23, Georgia

For Area 4 -

Oscar F. Beyer
Food Distribution Division
Agricultural Marketing Service, USDA
Room 926, 431 South Dearborn Street
Chicago 5, Illinois

May 23, 1952

MEMORANDUM NO. 1398, SUPPLEMENT 1, REVISED

Field Coordination of Defense
Mobilization and Civil Defense Activities

The following individuals have been designated as Regional Liaison Representatives on Defense Mobilization and Civil Defense activities, under Memorandum No. 1398, to serve until otherwise indicated by the Secretary:

For Area 1 -

Richard D. Aplin
Milk Market Order Administrator
Agricultural Marketing Service, USDA
Room 403, 230 Congress Street
Boston 10, Massachusetts

For Area 2 -

Harley E. Banks
Commodity Office
Commodity Stabilization Service, USDA
322 East Central Parkway
Cincinnati 2, Ohio

For Area 3 -

Russell H. James
Food Distribution Division
Agricultural Marketing Service, USDA
50 Seventh Street, N. E.
Atlanta 23, Georgia

For Area 4 -

Gust F. Beyer
Food Distribution Division
Agricultural Marketing Service, USDA
Room 926, 431 South Dearborn Street
Chicago 5, Illinois

For Area 5 -

H. N. Smith
State Conservationist
Soil Conservation Service, USDA
16-20 South Main Street
Temple, Texas

For Area 6 -

Bernard H. Hopkins
State Conservationist
Soil Conservation Service, USDA
345 E. 2nd Street
Casper, Wyoming

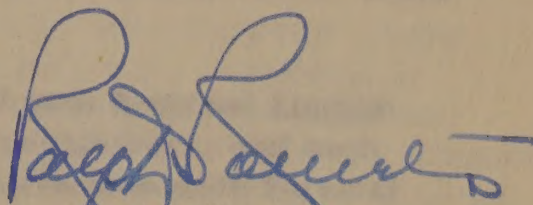
For Area 7 -

Charles A. Connaughton
Regional Forester
Forest Service, USDA
630 Sansome Street
San Francisco 11, California

For Area 8 -

John Wenn, Jr.
Deputy Director, Management
Commodity Office
Commodity Stabilization Service, USDA
1218 S. W. Washington Street
Portland 5, Oregon

This revision supersedes Memorandum No. 1398, Supplement 1, Revised, dated September 17, 1957. It is designed to reflect a change in the Regional Liaison Representative for Area 5.


Ralph S. Roberts
Administrative Assistant Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

January 17, 1957

MEMORANDUM NO. 1398, SUPPLEMENT 2

Staff Associated with USDA Regional Liaison Representatives

Secretary's Memorandum 1398 of June 13, 1956 establishes and defines the position of USDA Regional Liaison Representative and provides the basis for an advisory group to assist each RLR. The members of the advisory group of each of the eight RLR's were listed in a memorandum of July 11, 1956, covered by RLR Memo 2-C of the same date. These groups were to be used during Operation Alert 1956 and were to be the nucleus of groups to advise the RLR's on defense matters following Operation Alert. Taking into account the provisions of Secretary's Memorandum 1398 and experience of Operation Alert 1956, it is now desirable to re-examine and augment this staffing pattern so it will be more effective for test exercises, for actual emergencies and for pre-emergency planning.

The Regional Liaison Representatives and their staffs will be serviced in the planning period as indicated in Secretary's Memorandum 1398.

1. Composition of Staff. Composition of the complete staff for each USDA Regional Liaison Representative is necessarily based on requirements for an emergency period, as well as for pre-emergency planning. For example, no employee who is in the ready military reserve or National Guard should be included in the staff since he will not be available in an emergency. Also, the staff should reflect the possibility that operations in a real or simulated emergency would not be confined to a standard eight-hour day. The staffing pattern follows:

a. Regional Liaison Representatives. The Regional Liaison Representatives are appointed by the Secretary or Under Secretary and are announced in Supplement 1 to Secretary's Memorandum 1398. There is one RLR in each of the eight areas.

b. Advisory Group. The advisory group of each Regional Liaison Representative will consist of agency representatives, and each agency representative (except the Cooperative Extension Service) will have at least one assistant.

Advisory group members and their assistants will be named by the agencies to be represented. The agencies to be represented include AMS, ARS, CSS, FHA, FS, SCS and the Cooperative Extension Service.

NATIONAL DEFENSE



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

January 17, 1957

MEMORANDUM NO. 1398, SUPPLEMENT 2

Staff Associated with USDA
Regional Liaison Representatives

Secretary's Memorandum 1398 of June 13, 1956 establishes and defines the position of USDA Regional Liaison Representative and provides the basis for an advisory group to assist each RLR. The members of the advisory group of each of the eight RLR's were listed in a memorandum of July 11, 1956, covered by RLR Memo 2-C of the same date. These groups were to be used during Operation Alert 1956 and were to be the nucleus of groups to advise the RLR's on defense matters following Operation Alert. Taking into account the provisions of Secretary's Memorandum 1398 and experience of Operation Alert 1956, it is now desirable to re-examine and augment this staffing pattern so it will be more effective for test exercises, for actual emergencies and for pre-emergency planning.

The Regional Liaison Representatives and their staffs will be serviced in the planning period as indicated in Secretary's Memorandum 1398.

1. Composition of Staff. Composition of the complete staff for each USDA Regional Liaison Representative is necessarily based on requirements for an emergency period, as well as for pre-emergency planning. For example, no employee who is in the ready military reserve or National Guard should be included in the staff since he will not be available in an emergency. Also, the staff should reflect the possibility that operations in a real or simulated emergency would not be confined to a standard eight-hour day. The staffing pattern follows:

a. Regional Liaison Representatives. The Regional Liaison Representatives are appointed by the Secretary or Under Secretary and are announced in Supplement 1 to Secretary's Memorandum 1398. There is one RLR in each of the eight areas.

b. Advisory Group. The advisory group of each Regional Liaison Representative will consist of agency representatives, and each agency representative (except the Cooperative Extension Service) will have at least one assistant.

Advisory group members and their assistants will be named by the agencies to be represented. The agencies to be represented include AMS, ARS, CSE, FAS, FRA, FS, GCS and the Cooperative Extension Service.

(AMS, ARS, CSS, FS and Cooperative Extension Service already have primary agency representatives as indicated in RLR Memo 2-C of July 11, 1956, and they may be continued unless the agency chooses to make a replacement.) Agencies should submit names of primary representatives and assistants to the Regional Liaison Representatives through the Food and Materials Requirements Division of CSS by February 1, 1957. FMRD will transmit them to the RLR's. Agencies will also notify their own personnel of their designations and explain that they will be contacted further by the RLR. (This provision supercedes the second sentence of paragraph 1.b. of Secretary's Memorandum 1398.)

It should be noted that agencies are not limited to the minimum of one assistant for each primary agency representative. They may, at their option, select additional assistants so that each major essential function will be covered. The Cooperative Extension Service may provide for assistants to the primary agency representatives as required.

c. Deputy and Alternates. Each Regional Liaison Representative will name a member of his advisory group as Deputy to take over in event the RLR is unavailable.

In a test exercise or in a real emergency the RLR will be located at the USDA alternate regional liaison headquarters site, although he may wish to visit the sites of the Regional Mobilization Committee of the Office of Defense Mobilization and the Regional Civil Defense Operations Board of the Federal Civil Defense Administration from time to time. Because of the differences in location and because of the need to work more than an eight-hour day at each site, the RLR should make provision for possible use of two alternates at the site of the Regional Mobilization Committee and two alternates at the site of the Regional Civil Defense Operations Board. There are two RMC's in USDA Areas 1 and 2; all others have one each. There is one Regional Civil Defense Operations Board in all USDA areas except Area 8, which has none.

The RLR should designate his alternates in the pre-emergency period from among the members of his advisory group or the assistants to members of the group. (In an actual emergency or test exercise the RLR is authorized to designate necessary replacements for those members of his advisory group who are assigned for duty as alternates. A group, as reconstituted, should have a full complement of principals and assistants to insure adequate representation.)

d. Other Personnel. Arrangements for communications personnel and equipment at each USDA alternate regional liaison headquarters site will

(Also, Mrs. C. S. and Cooperative Extension Service already have primary agency representatives as indicated in RLR Memo 2-6 of July 11, 1956, and they may be continued unless the agency chooses to make a replacement.) When the should submit names of primary representatives and assistants to the Regional Liaison Representatives through the Food and Nutrition Administration Division of CSS by February 1, 1957. (Also, RLR will submit names to the RLR. Agencies will also notify their own personnel of their designations and explain that they will be contacted further by the RLR. (This provision applies to the second sentence of paragraph 1. of Secretary's Memo-
ransum 1388.)

It should be noted that agencies are not limited to the minimum of one representative for each primary agency representative. They may, at their option, select additional assistants so that each major functional function will be covered. The Cooperative Extension Service may provide for assistants to the primary agency representatives as reported.

c. Emergency Assistance. Each Regional Liaison Representative will name a member of his advisory group as Deputy to take over in event the RLR is unavailable.

In a test exercise or in a real emergency the RLR will be located at the USDA, District Regional Liaison Headquarters also, although he may wish to visit the sites of the Regional Mobilization Committee of the Office of Defense Mobilization and the Regional Civil Defense Operations Board of the Federal Civil Defense Administration from time to time. Agencies or the differences in location and personnel of the need to work more than on eight-hour day at each site, the RLR should make provision for possible use of two alternates at the site of the Regional Mobilization Committee and two alternates at the site of the Regional Civil Defense Operations Board. There are two AGOs in USDA, one in the Regional Civil Defense Operations Board, one each. There is one Regional Civil Defense Operations Board in all, which has none.

The RLR should designate his alternates in the emergency period from among the members of his advisory group or his assistants to members of the group. (In an actual emergency or test exercise the RLR is authorized to designate necessary representatives for these members of his advisory group who are assigned for duty as alternates. A group, as representative, should have a full complement of principals and assistants to insure adequate representation.)

d. Emergency Assistance. Arrangements for communication personnel and equipment of each USDA District Regional Liaison Headquarters will

be made under the supervision of the Office of Plant and Operations and in cooperation with each Regional Liaison Representative and the host agency for the site.

In addition to communications, it will be necessary to carry out other supporting activities at the USDA regional liaison headquarters, such as coordination and control of messages, analysis of damage data and administrative and clerical functions. Each RLR will discuss with his advisory group the staff needed to carry out these supporting activities. The RLR should then make the designations in the pre-emergency period, taking into account suggestions of his advisory group as to the source of such personnel.

2. Lists of Entire Staff. It is contemplated that the staff of each Regional Liaison Representative, described above, will be designated in the pre-emergency period with the exception of replacements for the members of the advisory group who also serve as alternates. This is necessary to insure readiness, proper training and broad participation in the formulation of emergency plans at the area level.

When all personnel to be named in the pre-emergency period have been selected, including administrative and clerical members of the staff of each RLR, the RLR should submit his staff list in duplicate to the Food and Materials Requirements Division of CSS. These lists should be available by March 1, 1957, so that they can be reproduced, distributed to the agencies and placed in the defense planning files by March 15, 1957.

3. Security. All personnel named should be cleared for a minimum of "SECRET". The Regional Liaison Representatives should be cleared for "TOP SECRET". Proper security clearance is a responsibility of agencies from which personnel are selected.

4. Changes. Some staff changes will become necessary from time to time. Proposals for change will be submitted through the channels used in the original designations.

5. Pre-Emergency Activities. Each Regional Liaison Representative will utilize his staff as necessary in carrying out pre-emergency responsibilities as indicated in Secretary's Memorandum 1398 of June 13, 1956.

Either the Regional Liaison Representative or one of his alternates will attend each meeting of the Regional Mobilization Committee and the Regional Civil Defense Operations Board in the area. If the Regional

be made under the supervision of the Office of Plans and Operations and in cooperation with each Regional Liaison Representative and the host agency for the area.

In addition to communications, it will be necessary to carry out other supporting activities of the USBA Regional Liaison Representative, such as coordination and control of messages, analysis of damage data and administrative and clerical functions. Each RLR will discuss with his advisory group the staff needed to carry out these supporting activities. The RLR should then make the designation in the pre-emergency period, taking into account suggestions of his advisory group as to the choice of such personnel.

3. Area of Action Plan. It is contemplated that the staff of each Regional Liaison Representative, described above, will be designated in the pre-emergency period with the exception of replacement for the members of the advisory group who also serve as alternates. This is necessary to insure readiness, for working and stand participation in the formation of emergency plans at the area level.

When all personnel to be named in the pre-emergency period have been selected, including administrative and clerical members of the staff of each RLR, the RLR should submit his staff list in duplicate to the Food and Mortality Requirements Division of OCS. The RLR should be available by March 1, 1967, so that they can be reproduced, distributed to the agencies and placed in the defense planning files by March 31, 1967.

3. Backup. All personnel named should be alerted for a minimum of "SHORT". The Regional Liaison Representative should be alerted for "TOP SECRET". Proper security clearance is a responsibility of agencies from which personnel are selected.

4. Changes. Some staff changes will become necessary from time to time. Proposed changes will be submitted through the channels listed in the original instructions.

5. Emergency Period. Each Regional Liaison Representative will submit his staff as necessary in carrying out pre-emergency responsibilities as indicated in Secretary's Memorandum 1300 of June 13, 1966.

Either the Regional Liaison Representative or one of his alternates will attend each meeting of the Regional Mobilization Committee and the Regional Civil Defense Operations Board in the area. If the Regional

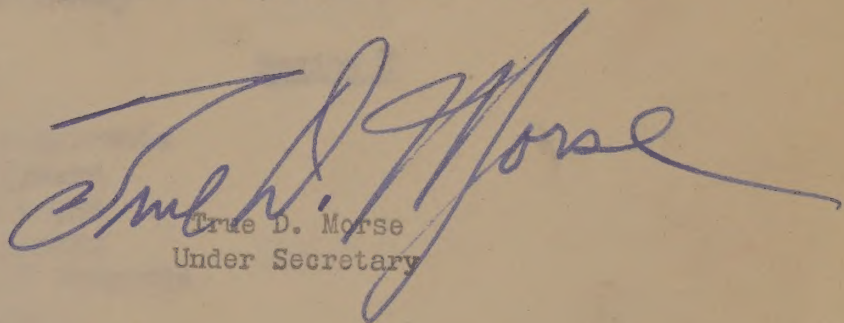
Liaison Representative does not attend in person, he should obtain a detailed report of each meeting from the alternate he designates to attend. Each Regional Liaison Representative should so arrange attendance by alternates that they will become familiar with the work of the Regional Mobilization Committee and Regional Civil Defense Operations Board.

As noted in the Secretary's Memorandum, each RLR is authorized to call meetings of the advisory group. If assistants to the agency representatives do not attend such meetings, it will be a responsibility of agency representatives to keep them informed of developments.

Each RLR will use his staff, particularly the advisory group, in planning actions to be taken in test exercises or in an actual emergency. This will take into account policy guidelines issued separately from each agency's national headquarters.

6. Progress Reports. Each Regional Liaison Representative will make a formal progress report after every test exercise in which he is required to participate. He is encouraged to keep headquarters informed of significant developments at all times. Reports should be submitted to the Assistant to the Under Secretary with a copy for the Food and Materials Requirements Division of CSS, which is responsible under the provisions of Secretary's Memorandum 1398 for servicing the RLR's with respect to operations. FMRD will inform the agencies of progress in the areas.

7. Expenses. Expenses incurred by the Regional Liaison Representative and his staff will continue to be charged to the agencies from which the personnel are selected.


True D. Morse
Under Secretary

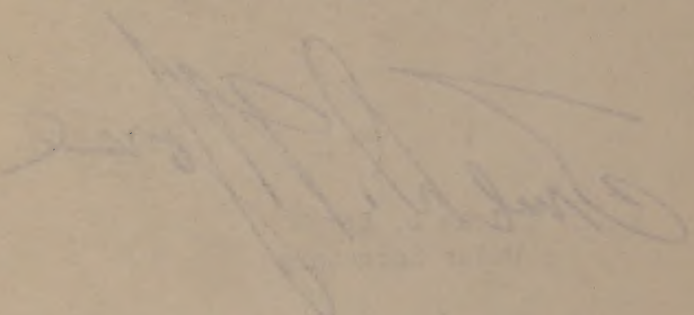
Liaison Representative does not attend in person, he should obtain a detailed report of each meeting from the Liaison Representative to attend. Each Regional Liaison Representative should so arrange attendance by Liaison Representative that they will become familiar with the work of the Regional Liaison Committee and Regional Civil Defense Operations Board.

As noted in the Secretary's Memorandum, each RLR is authorized to call meetings of the Advisory group. It is essential to the agency representatives do not attend such meetings, it will be a responsibility of agency representatives to keep them informed of developments.

Each RLR will use his staff, particularly the advisory group, in planning actions to be taken in test exercises or in an actual emergency. This will take into account policy guidelines issued separately from each agency's national headquarters.

6. Progress Reports. Each Regional Liaison Representative will make a formal progress report every two months in which he is required to participate. He is encouraged to keep headquarters informed of significant developments at all times. Reports should be submitted to the Assistant to the United States Secretary with a copy for the Food and Materials Administration Division of OCS, which is responsible under the provisions of Secretary's Memorandum 1388 for reviewing the RLR's with respect to operations. FMRD will inform the agencies of progress in the area.

7. Expenses. Expenses incurred by the Regional Liaison Representative and his staff will continue to be charged to the agencies from which the personnel are selected.



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

December 24, 1958

MEMORANDUM NO. 1398, SUPPLEMENT 3

The Geographic Areas Assigned to USDA Regional Liaison Representatives and the Relationship of Such Areas to OCDM Regions

In order to conform with the Office of Civil and Defense Mobilization regional boundaries, the Department of Agriculture is making changes in Areas four and six assigned to USDA Liaison Representatives. In Area four, Missouri is being removed and put in Area six. In Area six Minnesota is removed and put in Area four. These changes and the relationship of such areas to OCDM regions are as follows:

<u>Area Assigned to USDA Liaison Representative</u>	<u>Area Assigned to OCDM Regions</u>
<u>Area 1</u>	<u>Region 1</u>
Maine New Hampshire Vermont Massachusetts Rhode Island Connecticut New York New Jersey	
<u>Area 2</u>	<u>Region 2</u>
Pennsylvania Delaware Maryland Virginia West Virginia Ohio Kentucky	
<u>Area 3</u>	<u>Region 3</u>
North Carolina South Carolina Georgia Florida Tennessee Alabama Mississippi	

UNITED STATES DEPARTMENT OF JUSTICE
Office of the Secretary
Washington 25, D.C.

December 1, 1948

MEMORANDUM FOR THE SECRETARY, DECEMBER 1, 1948

The geographic areas assigned to the various divisions of the Department of Justice are as follows:

In order to conform with the Office of Civil and Foreign Relations, the Department of Justice is making changes in its present organization. The following are the changes being made: The Department is being reorganized and the following are the changes being made: The Department is being reorganized and the following are the changes being made:

Area assigned to the
Department of Justice

Region 1

Area 1

New Jersey
New York
Connecticut
Rhode Island
Massachusetts
Vermont
New Hampshire
Maine

Region 2

Area 2

Kentucky
Ohio
West Virginia
Maryland
Delaware
Pennsylvania

Region 3

Area 3

Mississippi
Alabama
Tennessee
Florida
Georgia
South Carolina
North Carolina

Area Assigned to USDA
Liaison Representative

Area Assigned to OCDM
Regions

Area 4

Region 4

Michigan
Wisconsin
Indiana
Illinois
Minnesota

Area 5

Region 5

Arkansas
Louisiana
Oklahoma
Texas
New Mexico

Area 6

Region 6

Missouri
Iowa
North Dakota
South Dakota
Nebraska
Kansas
Wyoming
Colordao

Area 7

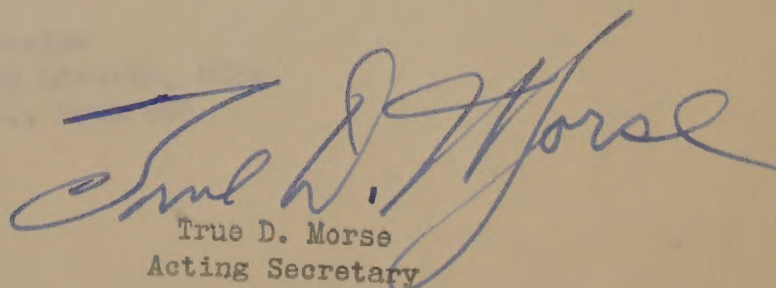
Region 7

Utah
Arizona
Nevada
California

Area 8

Region 8

Montana
Idaho
Washington
Oregon


True D. Morse
Acting Secretary

Area Assigned to USAF
Mission Maintenance
Regions

Region 1

Michigan
Wisconsin
Indiana
Illinois
Minnesota

Area 1

Region 2

Arkansas
Louisiana
Oklahoma
Texas
New Mexico

Area 2

Region 3

Massachusetts
Iowa
North Dakota
South Dakota
Nebraska
Kansas
Wyoming
Colorado

Area 3

Region 4

Utah
Arizona
Nevada
California

Area 4

Region 5

Montana
Idaho
Washington
Oregon

Area 5

[Handwritten signature]
John H. H. H.
John H. H. H.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

March 20, 1959.

MEMORANDUM NO. 1398, SUPPLEMENT 1, REVISED

Field Coordination of Defense
Mobilization and Civil Defense Activities

The following individuals have been designated as Regional Liaison Representatives on Defense Mobilization and Civil Defense activities, under Memorandum No. 1398, to serve until otherwise indicated by the Secretary:

For Area 1 -

Philip B. Hearn
Food Distribution Division
Agricultural Marketing Service, USDA
139 Centre St., Room 501
New York 13, New York

For Area 2 -

Harley E. Banks
Cincinnati Commodity Office
Commodity Stabilization Service, USDA
222 East Central Parkway
Cincinnati 2, Ohio

For Area 3 -

Russell H. James
Food Distribution Division
Agricultural Marketing Service, USDA
50 Seventh Street, N. E.
Atlanta 23, Georgia

For Area 4 -

Oscar F. Beyer
Food Distribution Division
Agricultural Marketing Service, USDA
431 South Dearborn St., Room 926
Chicago 5, Illinois

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

March 20, 1952

MEMORANDUM NO. 1398, SUPPLEMENT 1, REVISED

Field Distribution of Defense
Mobilization and Civil Defense Activities

The following individuals have been designated as Regional Liaison Representatives on Defense Mobilization and Civil Defense activities, under Memorandum No. 1398, to serve until otherwise indicated by the Secretary:

For Area 1 -

Philip S. Meier
Food Distribution Division
Agricultural Marketing Service, USDA
132 Centre St., Room 301
New York 13, New York

For Area 2 -

Harley E. Banks
Commodity Stabilization Service, USDA
122 East Central Parkway
Cincinnati 2, Ohio

For Area 3 -

Russell H. James
Food Distribution Division
Agricultural Marketing Service, USDA
30 Seventh Street, N. E.
Atlanta 23, Georgia

For Area 4 -

Oscar F. Beyer
Food Distribution Division
Agricultural Marketing Service, USDA
431 South Dearborn St., Room 920
Chicago 5, Illinois

For Area 5 -

H. N. Smith
State Conservationist
Soil Conservation Service, USDA
16-20 South Main Street
Temple, Texas

For Area 6 -

Bernard H. Hopkins
State Conservationist
Soil Conservation Service, USDA
345 E. 2nd Street
Casper, Wyoming

For Area 7 -

Charles A. Connaughton
Regional Forester
Forest Service, USDA
630 Sansome Street
San Francisco 11, California

For Area 8 -

John Wenn, Jr.
Deputy Director, Management
Portland Commodity Office
Commodity Stabilization Service, USDA
1218 S. W. Washington St.
Portland 5, Oregon

This revision supersedes Memorandum No. 1398, Supplement 1, Revised, dated May 23, 1958. It is designed to reflect a change in the Regional Liaison Representative for Area 1.

True D. Monse
Under Secretary
Secretary

For Area 5 -

H. W. Smith
State Conservationist
Soil Conservation Service, USDA
16-20 South Main Street
Temple, Texas

For Area 6 -

Bernard H. Hopkins
State Conservationist
Soil Conservation Service, USDA
345 E. 2nd Street
Casper, Wyoming

For Area 7 -

Charles A. Connaughton
Regional Forester
Forest Service, USDA
630 Sansome Street
San Francisco 11, California

For Area 8 -

John Henn, Jr.
Deputy Director, Management
Portland Commodity Office
Commodity Stabilization Service, USDA
1318 S. W. Washington St.
Portland 5, Oregon

This revision supersedes Memorandum No. 1398, Supplement 1, Revised, dated May 23, 1956. It is designed to reflect a change in the Regional Liaison Representative for Area 1.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 13, 1956

MEMORANDUM NO. 1399

Assignment of Agency Responsibilities for the
Soil Bank Program

Consistent with assignments of general functions in Chapter 9 of the Administrative Regulations, the following details of assignments relating to the Soil Bank Program are prescribed:

SOIL BANK PROGRAM

A. Conservation Reserve Program

1. Program formulation. (a) The Agricultural Conservation Program Service shall be responsible at the national level for formulating, with the assistance of the Forest Service, the Soil Conservation Service, and the Commodity Stabilization Service, the program provisions relating to the conservation practices to be carried out on acreage set aside under the Conservation Reserve Program, including the rates of cost-sharing and maximum cost-share limitations.

(b) The State Agricultural Stabilization and Conservation committee (including the State Director of Extension), the State Conservationist of the Soil Conservation Service, and the Forest Service official having responsibility for farm forestry in the State shall be responsible for developing, within national authorizations, recommendations and requirements needed to adapt the conservation practices to the conditions in the State. The President of the Land-Grant College, the State Director of the Farmers Home Administration, the State Soil Conservation Committee (Board or Commission), the State Agricultural Extension Service, State Foresters, and other appropriate State and Federal agencies within the State shall be invited to designate representatives to participate in the deliberations on these State recommendations and requirements.

(c) The county Agricultural Stabilization and Conservation committee (including the County Agricultural Extension Agent), the local Soil Conservation Service technician, and the Forest Service representative having responsibility for farm forestry in the county, in consultation with the governing body of the Soil Conservation District on the overall conservation problems

June 12, 1933

MEMORANDUM NO. 1397

Assignment of Agency Responsibilities for the
Soil Bank Program

Consistent with assignments of general functions in Chapter 2 of the Administrative Regulations, the following details of assignments relating to the Soil Bank Program are prescribed:

SOIL BANK PROGRAM

A. Conservation Reserve Program

1. Program Formulation. (a) The Agricultural Conservation Service shall be responsible at the national level for formulating, with the assistance of the Forest Service, the Soil Conservation Service, and the Commodity Stabilization Service, the program provisions relating to the conservation practices to be carried out on acreage set aside under the Conservation Reserve Program, including the rates of cost-sharing and maximum cost-share limitations.

(b) The State Agricultural Stabilization and Conservation Committee (including the State Director of Extension), the State Conservationist of the Soil Conservation Service, and the Forest Service official having responsibility for farm forestry in the State shall be responsible for developing, within national authorizations, recommendations and requirements needed to adapt the conservation practices to the conditions in the State. The President of the Land-Grant College, the State Director of the Farmers Home Administration, the State Soil Conservation Committee (Board or Commission), the State Agricultural Extension Service, State Foresters, and other appropriate State and Federal agencies within the State shall be invited to designate representatives to participate in the deliberations on these State recommendations and requirements.

(c) The County Agricultural Stabilization and Conservation Committee (including the County Agricultural Extension Agent), the local Soil Conservation Service technician, and the Forest Service representative having responsibility for farm forestry in the county, in consultation with the governing body of the Soil Conservation District on the overall conservation program

in the county, shall be responsible for developing, within national and State authorizations, recommendations and requirements needed to adapt the conservation practices to the conditions in the county. The Agricultural Stabilization and Conservation community committeemen, the governing body of the Soil Conservation District, the County Supervisor of the Farmers Home Administration, and representatives of other appropriate State and Federal agencies within the county shall be invited to participate in the deliberations on the county recommendations and requirements. The work plans of the Soil Conservation District and of the Federal agencies involved shall be considered in developing the county recommendations and requirements.

(d) The Soil Conservation Service shall be responsible for soil suitability information wherever needed and practical in conjunction with the selection and establishment of conservation practices. It shall also be responsible for the technical phases of such practices as water storage facilities including (1) where essential, a finding that the practice is needed and practicable on the farm, (2) necessary site selection, other preliminary work, and layout work of the practice, (3) necessary supervision of the installation, and (4) certification of performance.

(e) The Forest Service shall be responsible for the technical phases (other than soil suitability determinations where needed) of conservation practices involving the establishment of forest plantings. This responsibility shall include (1) providing necessary technical assistance, (2) development of specifications for forestry practices, (3) working through State and county committees, determining performance in meeting these specifications, and (4) expansion of production of forest tree seedlings necessary for this program, primarily through the facilities of the State forestry departments.

(f) The Commodity Stabilization Service shall be responsible for formulating the program provisions relating to the annual payments, including the rates of payment per acre.

2. Operating policies. (a) The Agricultural Conservation Program Service shall be responsible for developing, with the assistance of the Forest Service, the Soil Conservation Service, and the Commodity Stabilization Service, the operating policies relating to conservation practices, such as the furnishing of conservation materials and services, the replacement of conservation practices destroyed through causes beyond the control of the farm operator, and the time and order of applying the conservation practices to the land.

(b) The Commodity Stabilization Service shall be responsible for developing the operating policies relating to the annual payments.

in the county, shall be responsible for developing, within national and State authorities, recommendations and requirements needed to adapt the conservation practices to the conditions in the county. The Agricultural Stabilization and Conservation community committee, the governing body of the Soil Conservation District, the County Supervisor of the Farmers Home Administration, and representatives of other appropriate State and Federal agencies within the county shall be invited to participate in the deliberations on the county recommendations and requirements. The work plans of the Soil Conservation District and of the Federal agencies involved shall be considered in developing the county recommendations and requirements.

(d) The Soil Conservation Service shall be responsible for soil suitability information wherever needed and practical in connection with the selection and establishment of conservation practices. It shall also be responsible for the technical phases of such practices as water storage facilities including (1) where essential, a finding that the practice is needed and practicable on the farm, (2) necessary site selection, other preliminary work, and layout of the practice, (3) necessary supervision of the installation, and (4) certification of performance.

(e) The Forest Service shall be responsible for the technical phases (other than soil suitability determinations where needed) of conservation practices involving the establishment of forest plantings. This responsibility shall include (1) providing necessary technical assistance, (2) development of specifications for forestry practices, (3) working through State and county committees, determining performance in meeting these specifications, and (4) expansion of promotion of forest tree seedlings necessary for this program, primarily through the facilities of the State forestry departments.

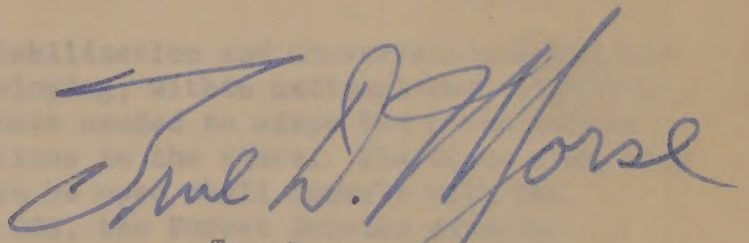
(f) The Commodity Stabilization Service shall be responsible for formulating the program provisions relating to the annual payments, including the rates of payment per acre.

2. Operating policies. (a) The Agricultural Conservation Program Service shall be responsible for developing, with the assistance of the Forest Service, the Soil Conservation Service, and the Commodity Stabilization Service, the operating policies relating to conservation practices, such as the furnishing of conservation materials and services, the replacement of conservation practices destroyed through causes beyond the control of the farm operator, and the time and order of applying the conservation practices to the land.

(b) The Commodity Stabilization Service shall be responsible for developing the operating policies relating to the annual payments.

3. Operating procedures. The Commodity Stabilization Service shall be responsible for developing, with the assistance of the Agricultural Conservation Program Service, the operating procedures needed in the administration of the program.
 4. Field supervision. The Commodity Stabilization Service shall be responsible for field supervision of the functions performed by the Agricultural Stabilization and Conservation committees.
 5. Program review and appraisal. (a) The Agricultural Conservation Program Service shall be responsible for review and appraisal of the program insofar as the conservation phases of the program are concerned.

(b) The Commodity Stabilization Service shall be responsible for review and appraisal of the program insofar as the adjustment phases of the program are concerned.
- B. Acreage Reserve Program. The Commodity Stabilization Service shall be responsible for program formulation, operating policies, procedures, field supervision, and program review and appraisal for the Acreage Reserve Program. It shall consult with Conservation agencies of the Department with respect to the relationship of Acreage Reserve activities to the Department's conservation policies and programs.
- C. Educational and Informational Services with respect to the Conservation Reserve and the Acreage Reserve Programs. The Federal Extension Service, (working through State Agricultural Extension Services and other State and Federal agencies operating at the State and county level) shall be responsible for developing and conducting an educational program which will insure that farmers in all States and counties have an adequate understanding of the Soil Bank Program.


True D. Morse
Acting Secretary

3. Operating procedures. The Commodity Stabilization Service shall be responsible for developing, with the assistance of the Agricultural Conservation Program Service, the operating procedures needed in the administration of the program.
4. Field supervision. The Commodity Stabilization Service shall be responsible for field supervision of the functions performed by the Agricultural Stabilization and Conservation Committee.
5. Program review and appraisal. (a) The Agricultural Conservation Program Service shall be responsible for review and appraisal of the program insofar as the conservation phases of the program are concerned.
(b) The Commodity Stabilization Service shall be responsible for review and appraisal of the program insofar as the adjustment phases of the program are concerned.
6. Acreage Reserve Program. The Commodity Stabilization Service shall be responsible for program formulation, operating policies, procedures, field supervision, and program review and appraisal for the Acreage Reserve Program. It shall consult with Conservation agencies of the Department with respect to the relationship of Acreage Reserve activities to the Department's conservation policies and programs.
7. Educational and Informational Services with respect to the Conservation Reserve and the Acreage Reserve Program. The Federal Extension Service, (working through State Agricultural Extension Services and other State and Federal agencies operating at the State and county level) shall be responsible for developing and conducting an educational program which will insure that farmers in all States and countries have an adequate understanding of the Soil Bank Program.

Charles H. Jones
Special Agent in Charge
U.S. Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

(Date) June 10, 1959.

MEMORANDUM NO. 1399, Revision ²~~1~~

Assignment of Agency Responsibilities for the Soil
Bank Program

Consistent with assignments of general functions in Title 9 of the Administrative Regulations, the following details of assignments relating to the Soil Bank Program are prescribed:

CONSERVATION RESERVE PROGRAM - SOIL BANK

A. Conservation Reserve Program

1. Program formulation. (a) The Commodity Stabilization Service shall be responsible at the national level for the formulation of all aspects of the Conservation Reserve Program. The Agricultural Conservation Program Service, the Forest Service and the Soil Conservation Service shall be consulted with respect to the minimum measures necessary to be carried out on the designated conservation reserve acreage to protect the land for the contract period and the establishment of the rates of cost-sharing and maximum cost-share limitations.

(b) The State Agricultural Stabilization and Conservation Committee shall be responsible for developing, within national authorizations, recommendations and requirements needed to adapt the Conservation Reserve Program to the conditions in the State. The State Committee in developing the practices to be used shall consult with the State Conservationist of the SCS, the Forest Service official having responsibility for farm forestry in the State, State Forester, State Game and Fish Commissioner, and the President of the Land-Grant College. Other appropriate State and Federal agencies within the State shall be invited to participate in the deliberations on the selection of minimum protective measures and the determination of rates.

(c) The County Agricultural Stabilization and Conservation Committee shall be responsible for developing, within national and State authorizations, recommendations and requirements needed to adapt the Conservation Reserve Program to the conditions in the county. The local Soil Conservation Service technician, and the Forest Service representative having responsibility for farm forestry in the county, and representatives of other appropriate State and

(Date) _____
Page 1 of 1

STATE DEPARTMENT OF AGRICULTURE

Assignment of Agency Responsibilities for the Soil
Conservation Reserve Program

Consistent with assignments of general functions in Title 1 of the
Administrative Reorganization, the following details of assignments re-
lating to the Soil Conservation Reserve Program are prescribed:

SOIL CONSERVATION RESERVE PROGRAM - SOIL EROSION

A. Conservation Reserve Program

1. Program Formulation. (a) The Commodity Stabilization Service shall be responsible at the national level for the formulation of all aspects of the Conservation Reserve Program. The Agricultural Conservation Service, the Forest Service and the Soil Conservation Service shall be consulted with respect to the minimum measures necessary to be carried out on the land under conservation reserve contracts to protect the land for the contract period and the establishment of the rates of cost-sharing and maximum cost-share limitations.
- (b) The State Agricultural Stabilization and Conservation Committee shall be responsible for developing, within national authorizations, recommendations and requirements needed to adapt the Conservation Reserve Program to the conditions in the State. The State Committee in developing the practices to be used shall consult with the State Conservation Service of the SCS, the Forest Service of the Forest Service, State Game and Fish Commission, and the Wildlife of the Land-Grant College. Other appropriate State and Federal agencies within the State shall be invited to participate in the deliberations on the selection of minimum protective measures and the determination of rates.
- (c) The County Agricultural Stabilization and Conservation Committee shall be responsible for developing, within national and State authorizations, recommendations and requirements needed to adapt the Conservation Reserve Program to the conditions in the county. The local Soil Conservation Service technician, and the Forest Service representative having responsibility for farm forestry in the county, and representatives of other appropriate State and

Federal agencies within the county shall be invited to participate in the deliberations on the selection of minimum protective measures and the determination of rates.

(d) The Soil Conservation Service shall be responsible for (1) site selection and layout work of the practice, (2) necessary supervision of installations, and (3) certification of performance in connection with protective measures as assigned in the program regulations. Where soil suitability information is requested by farmers or is required in connection with the administration of the program, such information shall be obtained from SCS.

(e) The Forest Service shall be responsible for (1) technical advice for forest tree plantings, (2) development of specifications for forestry practices, and (3) working through State and county ASC committees, determining performance in meeting these specifications. The Forest Service may also be authorized to use program funds for the expansion of production of forest tree seedlings necessary for this program, primarily through the facilities of the State forestry departments.

2. Operating policies. The Commodity Stabilization Service shall be responsible for developing the operating policies relating to the Conservation Reserve Program.
3. Operating procedures. The Commodity Stabilization Service shall be responsible for developing all operating procedures except those relating to the protective measures which shall be developed with the assistance of the Agricultural Conservation Program Service.
4. Field Supervision. The Commodity Stabilization Service shall be responsible for field supervision of the functions performed by the Agricultural Stabilization and Conservation Committees.
5. Program review and appraisal. (a) The Commodity Stabilization Service shall be responsible for review and appraisal of the program.

(b) The Agricultural Conservation Program Service shall, upon agreement with Commodity Stabilization Service, assemble, compile and review program statistics insofar as the protective measures of the program are concerned.

Federal agencies within the agency shall be invited to participate in the deliberations on the selection of minimum protective measures and the determination of rates.

(d) The Soil Conservation Service shall be responsible for (1) site selection and layout work of the project; (2) necessary surveying of installations; and (3) coordination of performance in connection with protective measures as assigned in the program operations. Where soil suitability information is requested by farmers or is required in connection with the administration of the program, such information shall be obtained from SCS.

(e) The Forest Service shall be responsible for (1) technical advice for forest tree plantings; (2) development of specifications for forestry practices; and (3) working through State and county AEC committees, determining performance in meeting these specifications. The Forest Service may also be authorized to use program funds for the expansion of production of forest tree seedlings necessary for this program, primarily through the facilities of the State forestry departments.

2. Operative policies. The Commodity Stabilization Service shall be responsible for developing the operative policies relating to the Conservation Reserve Program.

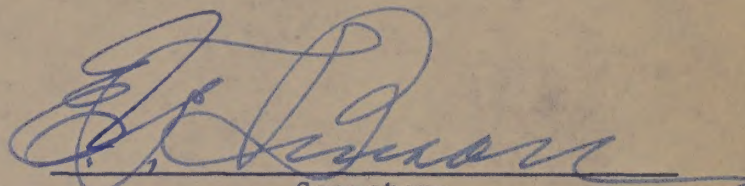
3. Operating procedures. The Commodity Stabilization Service shall be responsible for developing all operating procedures except those relating to the protective measures which shall be developed with the assistance of the Agricultural Conservation Program Service.

4. Field supervision. The Commodity Stabilization Service shall be responsible for their supervision of the functions performed by the Agricultural Stabilization and Conservation Committee.

5. Program review and appraisal. (a) The Commodity Stabilization Service shall be responsible for review and appraisal of the program.

(b) The Agricultural Conservation Program Service shall, upon agreement with Commodity Stabilization Service, establish, compile and review program statistics insofar as the protective measures of the program are concerned.

- B. Educational and Informational Services with respect to the Conservation Reserve. The Federal Extension Service, working with and in collaboration with the Department's Office of Information, and through the State Agricultural Extension Services and other State and Federal agencies operating at the State and county level, shall be responsible for developing and conducting an educational program which will insure that farmers in all States and counties have an adequate understanding of the Soil Bank Program.
- C. Acreage Reserve Program. The Commodity Stabilization Service shall be responsible for liquidation of the Acreage Reserve Program.



Secretary

B. Educational and Informational Services with respect to the Conservation Reserve. The Federal Extension Service, working with and in collaboration with the Department's Office of Information, and through the State Agricultural Extension Services and other State and Federal agencies operating at the State and county level, shall be responsible for developing and conducting an educational program which will insure that farmers in all States and counties have an adequate understanding of the Soil Bank Program.

C. Acresage Reserve Program. The Commodity Stabilization Service shall be responsible for liquidation of the Acresage Reserve Program.


Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

JUN 15 1956

MEMORANDUM NO. 1400

Consolidation or Deconsolidation of Field Offices

The revision of paragraphs 673 and 674 of Title 1 of the Administrative Regulations dated April 24, 1956, clarifies the status of the office consolidation program of the Department. Each space acquisition should be considered in the light of the Department's policy and the benefits to be gained both to the Department and the public. This means that wherever practicable, as defined in the Regulations, offices should be housed together and where a consolidation exists it should be retained if not detrimental to the program administration.

As provided in paragraph 674 of the Administrative Regulations, action involving the consolidation or the deconsolidation of state offices should be considered jointly at the national level by the Agencies involved and the Office of Plant and Operations, before submission to the Administrative Assistant Secretary for approval. Actions involving county offices should be jointly considered and unanimously approved by the state heads of the Agencies included in the consolidation as individuals or as the State Administrative Committee has provided in 1 AR 679. Where unanimous agreement of State heads is lacking, the case should be submitted through appropriate agency channels to the Administrative Assistant Secretary for decision.

Where deconsolidation is involved the following criteria will apply:

1. The ultimate purpose of USDA office consolidations is to permit more efficient operations and more effective service to farmers and ranchers, and the public generally.
2. When space situations exist which interfere with the efficient conduct of official business and program objectives, action shall first be taken to relocate the total office to suitable space in the same town.
 - (a) A complete canvass shall be made of the town, either by written or verbal solicitation as necessary to insure complete coverage.
 - (b) The results of ^{the} canvass shall be documented, including all known facts, for review by State agency heads and/or other interested officials.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



JUL 15 1935

WASHINGTON, D.C. 1935

Consolidation of Departmental Offices

The revision of paragraphs 17 and 18 of Article I of the Administrative Regulations dated April 24, 1935, clarifies the status of the office consolidation program of the Department. Each office consolidation should be considered in the light of the Department's policy and the benefits to be gained both to the Department and the public. This means that wherever practicable, as defined in the Regulations, offices should be housed together and where a consolidation exists it should be retained if not detrimental to the program administration.

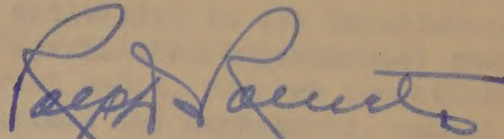
As provided in paragraph 17 of the Administrative Regulations, consolidation of offices at the Departmental level or the consolidation of offices should be considered jointly at the national level by the Department and the office of local and operations, before submission to the Administrator for approval. The Administrator should be jointly consulted and unanimously approved by the entire heads of the agencies included in the consolidation as indicated in the Administrative Regulations has provided in 1.14.11. Where a consolidation of offices is being considered, the case should be submitted through appropriate agency channels to the Administrator for decision.

Where consolidation is involved the following criteria will apply:

1. The ultimate purpose of 1935 office consolidation is to permit more efficient operations and more effective service to farmers and ranchers, and the public generally.
2. When space allocations exist which interfere with the efficient conduct of official business and program objectives, action shall first be taken to release the office to outside space in the same room.
 - (a) A complete canvass shall be made of the room, either by written or verbal collection as necessary to insure complete coverage.
 - (b) The results of canvass shall be documented, including all known facts, for review by State agency heads and/or other interested officials.

3. After reviewing factors pertinent to office requirements and facilities available, each State agency head involved in the move will affirmatively indicate that he has so reviewed the complete case and that, in his opinion, the decision made is in the best interest of the Department of Agriculture.

The attention of all agencies is also directed to paragraph 23.b of Title 4, which includes Department policy regarding adequate suitable space and directs that continuing efforts should be made to improve the quality and adequacy of space of not only consolidated offices but of all offices.



Ralph S. Roberts
Administrative Assistant Secretary

3. After reviewing factors pertinent to office requirements and facilities available, each State agency head involved in the move will affirmatively indicate that he has so reviewed the complete case and that, in his opinion, the decision made is in the best interest of the Department of Agriculture.

The attention of all agencies is also directed to paragraph 23.5 of Title A, which includes Department policy regarding adequate space and directs that continuing efforts should be made to improve the quality and adequacy of space of not only consolidated offices but of all offices.



R. L. Smith
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 15, 1956

MEMORANDUM NO. 1401

Appointment of Staff Assistant, Program Appraisal

Mr. Miles Horst was appointed today to the position of Staff Assistant, Program Appraisal, Office of the Secretary. In this position he will be responsible for general review of the adequacy of all investigation and inspection activities in the Department and will keep currently advised through established Departmental channels on significant findings of the internal audit, program investigation, and personnel investigation staffs within the Department, except matters relating to national security. He will also review for the Secretary and keep currently informed on audit and investigation findings of the General Accounting Office and other Governmental bodies regarding activities of the Department. He will be responsible for reviewing and analyzing the effect of these findings upon Department programs and for advising with and making recommendations to the Secretary, the Under Secretary, the Assistant Secretaries, and other appropriate members of the Secretary's staff regarding corrective action to be taken. He will keep the Secretary and other appropriate staff members currently informed of developments in significant cases and will follow through at the Departmental level to assure prompt and necessary corrective measures. He will have the responsibility for initiating and maintaining appropriate follow-up on all special investigations requested by the Secretary or members of his staff.

The establishment of this position does not change the staff responsibility presently assigned to the Director of Personnel for personnel investigations and to the Director of Finance for internal audit and program investigations. The services provided by these offices will, however, be available to Mr. Horst in carrying out his overall responsibilities.

Plans for strengthening our independent investigation and inspection activities were formalized as a result of a critical review and evaluation of all such activities in the Department. Considerable progress has been made in implementing these plans through the centralization of the personnel investigation function in the Office of Personnel and the strengthening of the staff on internal audit and program investigations in the Office of Budget and Finance. These actions, including the establishment of the staff position referred to herein, are in accord with the plans and funds approved by Congress in our appropriation act for the fiscal year 1956.

June 15, 1955

Memorandum for the Secretary

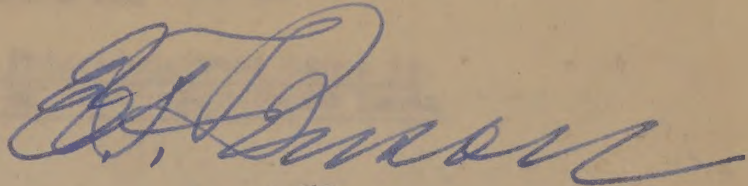
Appointment of Special Assistant, Program Appraisal

Mr. James H. Hester was appointed today to the position of Special Assistant, Program Appraisal, Office of the Secretary. In this position he will be responsible for general review of the adequacy of all investigation and inspection activities in the Department and will keep currently advised through established departmental channels on significant findings of the internal audit, program investigation, and personnel investigation staffs within the Department, except matters relating to national security. He will also review for the Secretary and keep currently advised on audit and investigation findings of the General Accounting Office and other Governmental bodies regarding activities of the Department. He will be responsible for reviewing and analyzing the effect of these findings upon Department programs and for advising with and making recommendations to the Secretary, the Under Secretary, the Assistant Secretaries, and other appropriate members of the Secretary's staff regarding corrective action to be taken. He will keep the Secretary and other appropriate staff members currently advised of developments in significant cases and will follow through at the Departmental level to assure prompt and necessary corrective measures. He will have the responsibility for initiating and maintaining appropriate follow-up on all special investigations requested by the Secretary or members of his staff.

The establishment of this position does not change the staff responsibilities presently assigned to the Director of Personnel for personnel investigations and to the Director of Finance for internal audit and program investigations. The services provided by these offices will, however, be available to Mr. Hester in carrying out his overall responsibilities.

Plans for strengthening our independent investigation and inspection activities were formulated as a result of a critical review and evaluation of all such activities in the Department. Considerable progress has been made in implementing these plans through the consolidation of the personnel investigation function in the Office of Personnel and the strengthening of the staff on internal audit and program investigations in the Office of Budget and Finance. These actions, including the establishment of the staff position referred to herein, are in accord with the plans and funds approved by Congress in our appropriation act for the fiscal year 1955.

Agency heads should review periodically their internal audit and program investigation activities for the purpose of assuring adequate inspection coverage of all agency operations. Through the strengthening of these activities at the Departmental and agency levels, I expect that inspection facilities will be established and maintained which will materially assist management in achieving the most effective and efficient operations.



Secretary

The President, in his July 1946 message to Congress, stated that the Federal Bureau of Investigation should be reorganized to provide for the most effective and efficient operation of the Department of Justice. The President's message is attached and is being distributed to all Federal agencies for their information and guidance.

The President's message is being distributed to all Federal agencies for their information and guidance. The President's message is being distributed to all Federal agencies for their information and guidance.

To implement the President's message the following organizational changes are hereby authorized:

1. The Federal Bureau of Investigation is authorized to conduct the investigation of the Federal Bureau of Investigation.
2. The Federal Bureau of Investigation is authorized to conduct the investigation of the Federal Bureau of Investigation.

Agencies of the Department of Justice are authorized to conduct the investigation of the Federal Bureau of Investigation.



Secretary

Approved:

Agency heads should review periodically their internal audit and program inspection activities for the purpose of ensuring adequate inspection coverage of all agency operations. Through the strengthening of these activities at the departmental and agency levels, I expect that inspection facilities will be established and maintained which will materially assist management in achieving the most effective and efficient operations.


Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 27, 1956

MEMORANDUM NO. 1402

Production of Price-Supported Crops in
Surplus Supply on Government-Owned Lands

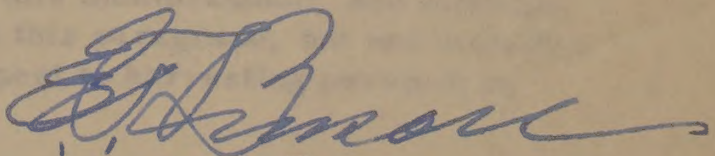
The President, on May 21, 1956, issued a Memorandum for the Heads of All Executive Departments and Agencies outlining the policy to be followed by the Federal Government in leasing farm lands for the cultivation of price-supported crops in surplus supply. A copy of the President's Memorandum is attached and compliance by all Department agencies concerned is requested.

The President emphasized the Administration's determination to reduce price-depressing surpluses and to bring agricultural production into line with markets. The purpose of the President's Memorandum is in accord with Section 125 of the Soil Bank Act relating to crop production restrictions in the leasing of Federally-owned lands.

To implement the President's directive the following responsibilities are hereby assigned:

1. The Commodity Stabilization Service is responsible for making determinations of the price-supported crops in surplus supply, subject to approval by the Secretary, as provided in paragraph 6(b).
2. Responsibility for serving as a focal point in the Department for consultation on matters relating to the leasing of Federally-owned farm lands as required by paragraph 7, is assigned to the Administrator, Commodity Stabilization Service.

Agencies of the Department issuing implementing instructions are requested to forward copies to the Office of Budget and Finance by July 16, 1956, for transmittal to the Bureau of the Budget in accordance with paragraph 8 of the President's Memorandum.


Secretary

Attachment

June 27, 1935

MEMORANDUM FOR THE SECRETARY

Production of Price-Supported Crops in
During Early or Intermediate Years

The President, on May 31, 1935, issued a Memorandum for the heads of
All Executive Departments and Agencies outlining the policy to be
followed by the Federal Government in fixing farm prices for the 1935-
36 season of price-supported crops in surplus supply. A copy of the
President's Memorandum is attached and explained by all Department
agencies concerned is requested.

The President emphasized the Administration's determination to reduce
price-supporting surpluses and to bring agricultural production in
line with markets. The purpose of the President's Memorandum is in
accord with Section 135 of the Soil Bank Act relating to crop pro-
duction restrictions in the leasing of Federal-owned lands.

To implement the President's directive the following responsibilities
are hereby assigned:

1. The Commodity Stabilization Service is responsible for
making determination of the price-supported crop in
surplus supply, subject to approval by the Secretary, as
provided in paragraph 3(b).

2. Responsibility for serving as a focal point in the
Department for consultation on matters relating to the
leasing of Federal-owned farm lands as required by
paragraph 5, is assigned to the Administrator,
Commodity Stabilization Service.

Agencies of the Department having information pertaining to this matter are re-
quested to forward copies to the Office of Budget and Finance by
July 15, 1935, for transmittal to the Bureau of the Budget in accordance
with paragraph 3 of the President's Memorandum.



(COPY)

THE WHITE HOUSE
WASHINGTON

May 21, 1956

MEMORANDUM FOR THE HEADS OF ALL
EXECUTIVE DEPARTMENTS AND AGENCIES

In order that the leasing of farm lands owned by the Federal Government shall be consistent with the Administration's determined effort to reduce price-depressing surpluses and to bring agricultural production into line with markets, I request that the following-described policies governing the leasing of farm lands by the Federal Government, to the extent that such policies are not inconsistent with law, be placed in effect by all departments and agencies concerned on the effective date of this memorandum:

1. Except as provided in paragraphs 2 and 4 hereof, leases of farm lands made by the Federal Government on or after the effective date of this memorandum shall prohibit the cultivation of price-supported crops in surplus supply.
2. In the case of acquisitions of farm lands by the Federal Government on or after the effective date of this memorandum, if price-supported crops in surplus supply are growing on such lands at the time of acquisition, the harvesting of such crops may be permitted.
3. No lease of farm lands by the Federal Government which is in effect on the effective date hereof shall be terminated under authority of this memorandum, but this memorandum shall not be construed to affect any authority which may otherwise exist for the termination of any such lease.
4. Upon the expiration of leases of farm lands by the Federal Government which do not prohibit the cultivation of price-supported crops in surplus supply (including those in effect on the effective date of this memorandum, and including those made as provided for in this paragraph, but not including any agreement made with respect to harvesting pursuant to

paragraph 2 of this memorandum), whether such lands may thereafter be leased for the cultivation of price-supported crops in surplus supply shall be determined equitably. The controlling department or agency, according to its particular circumstances, may make such determinations on an individual lease basis or on an area basis. In arriving at such determinations, consideration shall be given to the interests of individual farmers and the local community, the supply situation of crops that might be grown on the lands, the effect on price-support programs, the objectives of the programs under which such lands were acquired or reserved, and maintenance savings and income to the Federal Government. If it is at any time determined, pursuant to this paragraph, that a lease of farm lands by the Federal Government shall prohibit the cultivation of price-supported crops in surplus supply, any lease of such lands made at any time thereafter by the Federal Government shall prohibit the cultivation of such crops.

5. In determining the acreage in each unit of farm land to be offered for lease by the Federal Government, consideration shall be given to the leasing of such land for family-size farm operations.

6. As used in this memorandum:

(a) The term "lease" shall include permits and licenses.

(b) The term "price-supported crops in surplus supply" shall mean those cultivated crops supported pursuant to the Agricultural Act of 1949, as amended and supplemented, and determined from time to time by the Secretary of Agriculture to be in surplus supply.

7. To insure that the leasing of farm lands by the Federal Government shall be consistent with the Administration's farm program, the Department of Agriculture, until such time as some appropriate interagency group or committee may be designated, shall be available as a focal agency for consultation in such matters.

8. All departments and agencies concerned shall submit to the Bureau of the Budget within sixty days from the date of this memorandum copies of implementing instructions to their operating organizations.

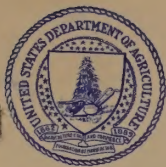
This memorandum shall become effective sixty days after the date hereof.

/s/ Dwight D. Eisenhower

It is requested that you will
be the kind to forward the enclosed
information to the Bureau of
Education, Washington, D. C.

Very respectfully,
[Signature]

W. L. R. [Signature]



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 30 1956

MEMORANDUM NO. 1403

Contract and Payment Policies with Small Business Concerns

The following is quoted from the President's memorandum of August 18:

"Recommendation 6 of the first progress report of the Cabinet Committee on Small Business is concerned with Procedures to insure that a need for advance or progress payments by a bidder will not be treated as a handicap in awarding a contract and to facilitate and accelerate the making of such progress payments as may be requested by small suppliers under Government contracts.

"It is my desire, therefore, that you promptly initiate a review of existing procedures within your agency in this respect."

Partial or progress payments may be made under any contract, unless specifically prohibited by the contract terms, so long as the payment does not exceed the value of the service rendered or of the articles delivered previous to such payment and the Government's interest is protected in the event of default. Agencies are requested to bring this memorandum to the attention of all contracting and payment officers to insure that contract award and payment policies and procedures are in strict accord with the above quoted recommendation. Contracting officers on larger contracts should urge prime contractors to similarly provide for prompt payment to subcontractors.

Advance payments are generally prohibited by statute (31 U.S.C. 529) although specific exceptions to this law are provided for contracts entered into by this Department under authority of the Research and Marketing Act of 1946, (7 U.S.C. 427i and 1627), delegations by the Administrator of GSA of negotiating authority under the Federal Property and Administrative Services Act, (41 U.S.C. 255) and Corporation Charters. Contracting officers using these authorities should be guided by the policy expressed in the above recommendation.

Any questions concerning these instructions may be directed to Mr. Baldauf, extension 3353.

Earl L. Butz

Earl L. Butz
Assistant Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 4423

Contract and Payment Policies with Small Business Concerns

The following is quoted from the President's memorandum of August 14:

"Recommendation 2 of the first report of the Cabinet Committee on Small Business is concerned with procedures to insure that a need for advance or progress payments by a bidder will not be treated as a handicap in awarding a contract and to facilitate and accelerate the making of such progress payments as may be requested by small suppliers under Government contracts."

"It is my desire, therefore, that you promptly institute a review of existing procedures within your agency in this regard."

Partial or progress payments may be made under any contract, unless specifically prohibited by the contract terms, as long as the payment does not exceed the value of the service rendered or of the material delivered previous to such payment and the Government's interest is protected in the event of default. Agencies are requested to bring this memorandum to the attention of all contracting and payment officers to insure that contract award and payment policies and procedures are in strict accord with the above quoted recommendation. Contracting officers on larger contracts should urge prime contractors to similarly provide for prompt payment to subcontractors.

Advance payments are generally prohibited by statute (31 U.S.C. 333) although specific exceptions to this law are provided for contracts entered into by the Department under authority of the Research and Marketing Act of 1946 (7 U.S.C. 1621 and 1622), delegations by the Administrator of GSA of negotiating authority under the Federal Property and Administrative Services Act (41 U.S.C. 253) and Corporation Contracts. Contracting officers using these authorities should be guided by the policy expressed in the above recommendation.

Any questions concerning these instructions may be directed to Mr. [Name], Extension 3333.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 24 1956

MEMORANDUM NO. 1404

Travel Expenses of Public Advisory Committees

1. Purpose. Section 4 of the Department of Agriculture Organic Act of 1956, approved August 3, 1956 (Public Law 979, 84th Congress), authorizes the Department to pay expenses of advisory committees, including travel expenses in accordance with the provisions of section 5 of the Administrative Expenses Act of 1946, as amended. This memorandum sets forth Departmental policy with respect to the payment of travel expenses of public advisory committees and outlines the procedure to be followed in obtaining advance approval for the payment of such expenses where necessary.

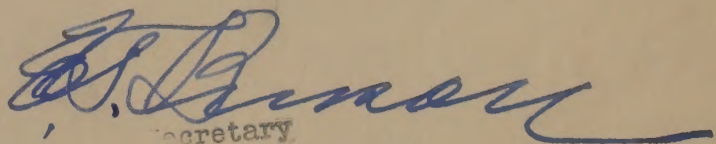
2. Payment of Travel Expenses. Heretofore, travel expenses of public advisory committee members have customarily been paid when the committees were specifically authorized by law. Agencies may continue to pay travel expenses to members of such committees.

Where advisory committees have customarily served without reimbursement of travel expenses, it is expected that they will continue to do so pending further study of the matter. If an agency believes that exceptional circumstances exist justifying the payment of travel expenses of advisory committee members where such expenses have not been paid by the Department in the past, a request should be submitted in accordance with paragraph 3 below for prior approval, before entering into commitments to pay such expenses.

3. Departmental Review. Agencies proposing to pay travel expenses to members of public advisory committees, where such expenses have not been paid in the past, should obtain prior approval of the Office of the Secretary. Requests for approval should identify the advisory committee, number of members, frequency of meetings, proposed rates for per diem and mileage allowances, and estimated total annual costs of travel expenses. In addition, a brief explanation should be included describing the conditions deemed to warrant the payment of travel expenses. Such requests should be sent to the Department Committee Management Officer who will arrange for review in the Office of the Secretary.

4. Amounts Allowable. Travel expenses paid to members of public advisory committees should conform to the standards and rates prescribed in Section 2 of Chapter 4, Title 7 of the Administrative Regulations.

5. Existing Procedures. Prior approval by the Office of the Secretary to pay travel expenses to members of public advisory committees in accordance with paragraph 3 of this memorandum will be required in addition to, not in lieu of, the requirement for advance concurrency by the Director of Finance to letters of authorization as prescribed in 7 AR 539b.


Secretary

ACCOUNTING

August 24, 1956

MEMORANDUM NO. 1404

Travel Expenses of Public Advisory Committees

1. Purpose. Section 4 of the Department of Agriculture Organic Act of 1956, approved August 3, 1956 (Public Law 279, 81st Congress), authorizes the Department to pay expenses of advisory committees, including travel expenses in accordance with the provisions of section 5 of the Administrative Expenses Act of 1946, as amended. This memorandum sets forth Departmental policy with respect to the payment of travel expenses of public advisory committees and outlines the procedure to be followed in obtaining advance approval for the payment of such expenses where necessary.

2. Payment of Travel Expenses. Heretofore, travel expenses of public advisory committee members have customarily been paid when the committees were specifically authorized by law. Agencies may continue to pay travel expenses to members of such committees.

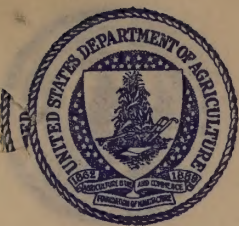
Where advisory committees have customarily served without reimbursement of travel expenses, it is expected that they will continue to do so pending further study of the matter. If an agency believes that exceptional circumstances exist justifying the payment of travel expenses of advisory committee members where such expenses have not been paid by the Department in the past, a request should be submitted in accordance with paragraph 3 below for prior approval, before entering into commitments to pay such expenses.

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4. Amounts Allowable. Travel expenses paid to members of public advisory committees should conform to the standards and rates prescribed in Section 5 of Chapter 4, Title 7 of the Administrative Regulations.

5. Existing Procedures. Prior approval by the Office of the Secretary to pay travel expenses to members of public advisory committees in accordance with paragraph 3 of this memorandum will be required in addition to, not in lieu of, the requirement for advance concurrence by the Director of Finance to letters of authorization as prescribed in 7 AR 539b.

Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

September 10 1956

1405
MEMORANDUM NO. 1196, SUPPLEMENT 11

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Marvin L. McLain, Assistant Secretary, or, in his absence, Earl L. Butz, Assistant Secretary, Chairman

Kenneth L. Scott, Director, Agricultural Credit Services, or, in his absence, Walter C. Berger, Associate Administrator, Commodity Stabilization Service

Frank N. McCartney, Manager, Federal Crop Insurance Corporation, or, in his absence, C. A. Fretts, Assistant Manager, Federal Crop Insurance Corporation

C. B. FunderBurk, Atlanta, Georgia

Clyde M. Kahler, Philadelphia, Pennsylvania

Memorandum No. 1196, Supplement 10, of June 22, 1956 is hereby superseded.

True D. Morse
True D. Morse
Under Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

September 1956

MEMORANDUM NO. 1196, SUPPLEMENT 10

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 502(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1502(a)):

Marvin L. McLean, Assistant Secretary, or, in his absence, Earl I. Butz, Assistant Secretary, Chairman

Kenneth L. Scott, Director, Agricultural Credit Services, or, in his absence, Walter C. Berger, Associate Administrator, Commodity Stabilization Service

Frank W. McCarthy, Manager, Federal Crop Insurance Corporation, or, in his absence, C. A. Fretts, Assistant Manager, Federal Crop Insurance Corporation

C. B. Funderburk, Atlanta, Georgia

Clyde M. Kahler, Philadelphia, Pennsylvania

Memorandum No. 1196, Supplement 10, of June 22, 1956 is hereby superseded.

Wm. D. Mays
Under Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

September 19, 1957

MEMORANDUM NO. 1405, REVISION ^{red}~~1~~

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Marvin L. McLain, Assistant Secretary, Chairman, or,
in his absence, Don Paarlberg, Assistant Secretary

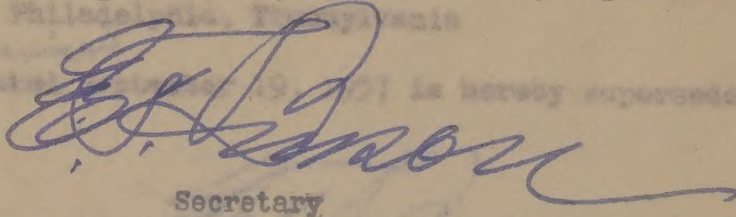
Kenneth L. Scott, Director, Agricultural Credit Services,
or, in his absence, Walter C. Berger, Administrator,
Commodity Stabilization Service

Frank N. McCartney, Manager, Federal Crop Insurance Corporation, or, in his absence, C. A. Fretts, Assistant
Manager, Federal Crop Insurance Corporation

C. B. FunderBurk, Atlanta, Georgia

Clyde M. Kahler, Philadelphia, Pennsylvania

Memorandum No. 1405 dated September 10, 1956 is hereby superseded.


Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



JANUARY 6, 1935

MEMORANDUM NO. 1405 REVISED

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

Marvin L. McLean, Assistant Secretary, Chairman, or, in his absence, Clarence L. Miller, Assistant Secretary

Kenneth L. Scott, Director, Agricultural Credit Services, or, in his absence, Walter C. Berger, Administrator, Commodity Stabilization Service

Frank N. McCartney, Manager, Federal Crop Insurance Corporation, or, in his absence, C. A. Trotter, Assistant Manager, Federal Crop Insurance Corporation

C. B. Runderbrink, Atlanta, Georgia

Clyde M. Kahler, Philadelphia, Pennsylvania

Memorandum No. 1405 dated September 19, 1934 is hereby superseded.

Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

March 20, 1961

MEMORANDUM NO. 1405, REVISED

Board of Directors, Federal Crop Insurance Corporation

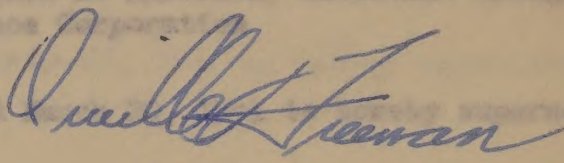
The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

James T. Ralph, Assistant Secretary, Chairman

John A. Baker, Director, Agricultural Credit Services

John N. Luft, Manager, Federal Crop Insurance Corporation

Memorandum No. 1405 revised January 6, 1959 is hereby superseded.


Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

March 20, 1951

MEMORANDUM NO. 1405, REVISED

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

James T. Ralph, Assistant Secretary, Chairman

John A. Baker, Director, Agricultural Credit Services

John M. Luff, Manager, Federal Crop Insurance Corporation

Memorandum No. 1405 revised January 6, 1950 is hereby superseded.


Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

June 21, 1961.

MEMORANDUM NO. 1405, REVISED

Board of Directors, Federal Crop Insurance Corporation

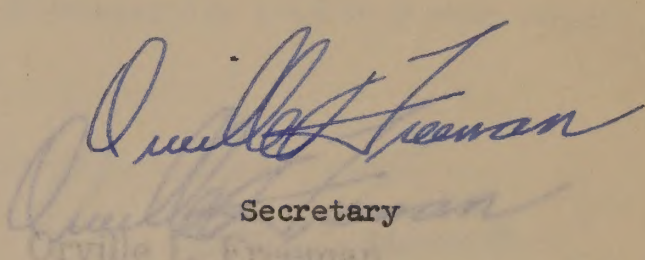
The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

James T. Ralph, Assistant Secretary, Chairman, or
in his absence, Frank J. Welch, Assistant Secretary

John A. Baker, Director, Agricultural Credit ~~Services~~,
or in his absence, Howard Bertsch, Administrator,
Farmers Home Administration

John N. Luft, Manager, Federal Crop Insurance Corporation,
or in his absence, Jack H. Morrison, Assistant Manager,
Federal Crop Insurance Corporation

Memorandum No. 1405 revised March 20, 1961 is hereby superseded.


Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



June 21, 1961

MEMORANDUM NO. 1405, REVISED

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

James T. Ralph, Assistant Secretary, Chairman, or in his absence, Frank J. Welch, Assistant Secretary

John A. Baker, Director, Agricultural Credit Services, or in his absence, Howard Bartsch, Administrator, Farmers Home Administration

John W. Lutz, Manager, Federal Crop Insurance Corporation, or in his absence, Jack H. Morrison, Assistant Manager, Federal Crop Insurance Corporation

Memorandum No. 1405 revised March 20, 1961 is hereby superseded.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

February 13, 1962.

MEMORANDUM NO. *1405 Rev*

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

James T. Ralph, Assistant Secretary, Chairman, or
in his absence, Frank J. Welch, Assistant Secretary

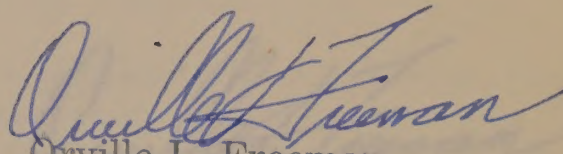
John A. Baker, Director, Agricultural Credit, or in
his absence, Howard Bertsch, Administrator, Farmers
Home Administration

John N. Luft, Manager, Federal Crop Insurance Corpora-
tion, or in his absence, Jack H. Morrison, Assistant
Manager, Federal Crop Insurance Corporation

Gus F. Geissler, Fargo, North Dakota

Joseph K. Turecek, Byers, Colorado

Memorandum No. 1405 revised June 21, 1961 is hereby superseded.


Orville L. Freeman
SECRETARY

COMMITTEES *(Federal Crop Insurance)*

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D.C.

March 1, 1962

MEMORANDUM NO. 1405 Rev.

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

John P. Duncan, Jr., Assistant Secretary, Chairman, or in his absence, Frank J. Welch, Assistant Secretary

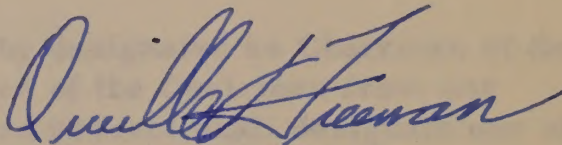
John A. Baker, Director, Agricultural Credit, or in his absence, Howard Bertsch, Administrator, Farmers Home Administration

John N. Luft, Manager, Federal Crop Insurance Corporation, or in his absence, Jack H. Morrison, Assistant Manager, Federal Crop Insurance Corporation

Gus F. Geissler, Fargo, North Dakota

Joseph K. Turecek, Byers, Colorado

Memorandum No. 1405 revised February 13, 1962 is hereby superseded.



Orville L. Freeman

SECRETARY

COMMITTEES (Board of Directors
Federal Crop Insurance Corporation)

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary
Washington 25, D.C.

March 1, 1962

MEMORANDUM NO. 1405

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 55(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

John P. Gorman, Jr., Assistant Secretary, Chairman, or in his absence, Frank J. Welch, Assistant Secretary

John A. Baker, Director, Agricultural Credit, or in his absence, Howard Betsch, Administrator, Farmers Home Administration

John H. Latt, Manager, Federal Crop Insurance Corporation, or in his absence, Jack H. Morrison, Assistant Manager, Federal Crop Insurance Corporation

Gene F. Geissler, Fargo, North Dakota

Joseph K. Tarsch, Broom, Colorado

Memorandum No. 1405 revised February 13, 1962 is hereby approved.



Orville L. Ford
Director

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 23 1962

MEMORANDUM NO. *1405 Revised*

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

John P. Duncan, Jr., Assistant Secretary, or in his absence, E. T. York, Jr., Administrator, Federal Extension Service

John A. Baker, Assistant Secretary, or in his absence, Howard Bertsch, Administrator, Farmers Home Administration

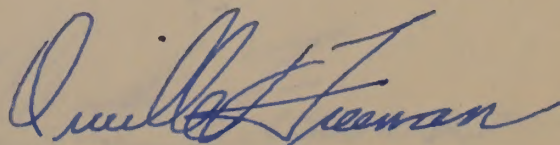
John N. Luft, Manager, Federal Crop Insurance Corporation, or in his absence, Jack H. Morrison, Deputy Manager, Federal Crop Insurance Corporation

Gus F. Geissler, Fargo, North Dakota

Joseph K. Turecek, Byers, Colorado

Mr. John P. Duncan, Jr., is hereby designated as Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Memorandum No. 1405 revised March 1, 1962 is hereby superseded.



Orville L. Freeman
SECRETARY

COMMITTEES

(Board of Directors - F.C.I.C.)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 1935

MEMORANDUM NO. 1935-1

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U. S. C. 505(a)):

John F. Duncan, Jr., Assistant Secretary, or in his absence, E. T. York, Jr., Administrator, Federal Extension Service

John A. Baker, Assistant Secretary, or in his absence, Howard Bettsch, Administrator, Farmers Home Administration

John W. Lusk, Manager, Federal Crop Insurance Corporation, or in his absence, Jack H. Morrison, Deputy Manager, Federal Crop Insurance Corporation

Gas E. Geisler, Fargo, North Dakota

Joseph E. Tureck, Lyons, Colorado

Mr. John F. Duncan, Jr., is hereby designated as Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Memorandum No. 1935 revised March 1, 1935 is hereby superseded.


John F. Duncan, Jr.
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

August 26 1963

SECRETARY'S MEMORANDUM NO. 1405, REVISED

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

James L. Sundquist, Deputy Under Secretary, or in his absence, Lloyd H. Davis, Acting Administrator, Federal Extension Service

Horace D. Godfrey, Administrator, Agricultural Stabilization and Conservation Service, or in his absence, Floyd F. Higbee, Deputy Administrator, Farmers Home Administration

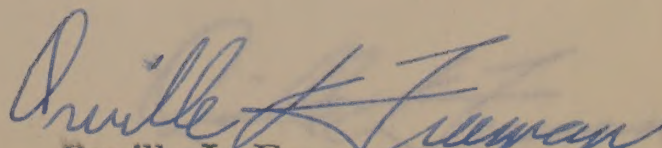
John N. Luft, Manager, Federal Crop Insurance Corporation, or in his absence, Jack H. Morrison, Deputy Manager, Federal Crop Insurance Corporation

Howard I. Henry, Westhope, North Dakota

Joseph K. Turecek, Byers, Colorado

Mr. James L. Sundquist is hereby designated as Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Memorandum No. 1405 revised August 23, 1962, is hereby superseded.


Orville L. Freeman
SECRETARY

COMMITTEES (Board of Directors, F.C.I.C.)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

Agreement

SECRETARY'S MEMORANDUM NO. 1402, REVISED

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 502(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1502(a)):

James L. Sandquist, Deputy Under Secretary, or in his absence, Lloyd H. Davis, Acting Administrator, Federal Extension Service

Horace D. Godfrey, Administrator, Agricultural Stabilization and Conservation Service, or in his absence, Floyd R. Higbee, Deputy Administrator, Farmers Home Administration

John N. Luft, Manager, Federal Crop Insurance Corporation, or in his absence, Jack H. Morrison, Deputy Manager, Federal Crop Insurance Corporation

Howard I. Henry, Westhope, North Dakota

Joseph K. Turecek, Lyons, Colorado

Mr. James L. Sandquist is hereby designated as Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Memorandum No. 1402 revised August 23, 1952, is hereby superseded.

SECRETARY

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

August 20 1965

SECRETARY'S MEMORANDUM NO. 1405, *REVISED*

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

John A. Schnittker, Under Secretary, or in his absence, Lloyd H. Davis, Administrator, Federal Extension Service

Horace D. Godfrey, Administrator, Agricultural Stabilization and Conservation Service, or in his absence, Floyd F. Higbee, Deputy Administrator, Farmers Home Administration

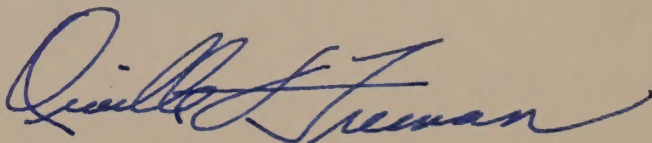
John N. Luft, Manager, Federal Crop Insurance Corporation, or in his absence, Jack H. Morrison, Deputy Manager, Federal Crop Insurance Corporation

Joseph K. Turecek, Byers, Colorado

An additional member, experienced in the insurance business and not otherwise employed by the Government, will be designated.

Dr. John A. Schnittker is hereby designated as Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Memorandum No. 1405 revised August 26, 1963, is hereby superseded.



COMMITTEES (*Board of Directors F.C.I.C.*)

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

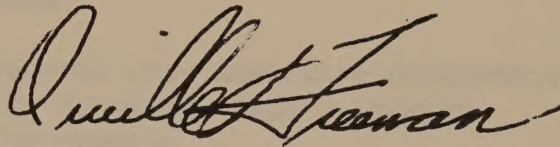
December 10, 1965

SECRETARY'S MEMORANDUM NO. 1405, REVISED, SUPPLEMENT 1

Board of Directors, Federal Crop Insurance Corporation

Mr. Irving W. Severtsen, of Williston, North Dakota, is hereby appointed to fill the vacancy on the Board of Directors of the Federal Crop Insurance Corporation, pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)).

Memorandum No. 1405 revised August 20, 1965, is amended by deleting the paragraph referring to the appointment of an additional member, and by adding Mr. Severtsen's name to the list of Board members.

A handwritten signature in dark ink, appearing to read "William H. French", is centered on the page. The signature is fluid and cursive, with a large initial "W" and a long, sweeping underline.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

December 10, 1965

SECRETARY'S MEMORANDUM NO. 1408, REVISED, SUPPLEMENT 1

Board of Governors, Federal Crop Insurance Corporation

Mr. Frank W. Johnston, of Wallington, North Dakota, is hereby appointed to fill the vacancy on the Board of Governors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 507(a) of the Federal Crop Insurance Act, as amended (7 U. S. C. 1557(a)).

Memorandum No. 1408 revised August 20, 1965, is amended by deleting the portion relating to the appointment of an additional member, and by adding the following name to the list of Board members:

Frank W. Johnston

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

April 4 1966

SECRETARY'S MEMORANDUM NO. 1405, Revised

Board of Directors, Federal Crop Insurance Corporation

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 505(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1505(a)):

John A. Schnittker, Under Secretary, or in his absence,
Lloyd H. Davis, Administrator, Federal Extension
Service

Horace D. Godfrey, Administrator, Agricultural
Stabilization and Conservation Service, or in his
absence, Floyd F. Higbee, Deputy Administrator,
Farmers Home Administration

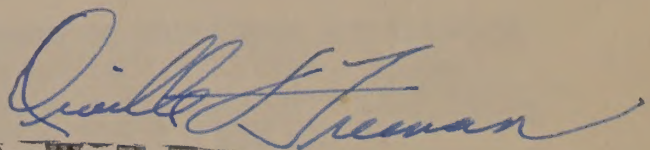
John N. Luft, Manager, Federal Crop Insurance Corporation,
or in his absence, Jack H. Morrison, Deputy Manager,
Federal Crop Insurance Corporation

John Koll Benoit, Sr., Urbandale, Iowa

Irving W. Severtsen, Williston, North Dakota

Dr. John A. Schnittker is hereby designated as Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Memorandum No. 1405 Revised August 20, 1965, and Supplement 1 thereto dated December 10, 1965, are hereby superseded.


Orville E. Freeman
SECRETARY

COMMITTEES (Bd. of Directors, FCIC)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

MEMORANDUM FOR THE SECRETARY
SUBJECT: Federal Crop Insurance Corporation
Board of Directors

The following are hereby appointed to constitute the Board of Directors of the Federal Crop Insurance Corporation pursuant to the provisions of Section 502(a) of the Federal Crop Insurance Act, as amended (7 U.S.C. 1502(a)):

John A. Belmister, Under Secretary, or in his absence,
Walter R. Davis, Federal Administrator

James C. Bodney, Administrator, Agricultural
Mechanization and Conservation Service, or in his
absence, Walter R. Davis, Federal Administrator,
Federal Crop Insurance Administration

John R. Galt, Manager, Federal Crop Insurance Corporation,
or in his absence, Jack A. Morrison, Deputy Manager,
Federal Crop Insurance Corporation

John Holl Bonelt, Sr., Undersecretary, State

Walter R. Davis, Assistant, North Dakota

Mr. John A. Belmister is hereby designated as Chairman of the Board of Directors. In the absence of the Chairman from any meeting, the members of the Board present shall designate one of their number to act as Chairman for the purpose of the meeting.

Respectfully,
dated December 10, 1953, are hereby suggested.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary

September 21 1956

MEMORANDUM No. 1406

MAILING INFORMATION ABROAD

A Government-wide policy has recently been prescribed covering the sending of published information to Soviet Bloc countries. (Attachment A to this memorandum.) Changes have also been made in the licenses under which technical data, published and unpublished, may be sent to Soviet Bloc and other foreign countries. General instructions and procedures are contained in the Department of Commerce's reprint: "EXPORT CONTROL OF TECHNICAL DATA", dated September 8, 1955, which may be obtained from the USDA Secretary's Records Section. In implementing these directions the following shall apply:

PRINTED AND PROCESSED PUBLICATIONS of this Department, distributed in such a manner as to fall within the definition of "PUBLISHED INFORMATION" (see Attachment A) will be assumed to contain "technical data". Such published information is exportable to all foreign countries whose governments are recognized by the United States Government. Packages or envelopes containing such material need not be marked with an export license or symbol.

CLASSIFIED PUBLICATIONS OR CLASSIFIED UNPUBLISHED INFORMATION may be mailed abroad only if permission in writing is obtained from the classifying agency, which is normally the originating agency. Section 10 of the Security Regulations of the Department must be observed in the transmission of classified security information.

UNPUBLISHED TECHNICAL DATA, Or Technical Data not generally available in published form:

Unless such data are concerned with (1) advanced developments, technology and production know-how; (2) prototypes; ^{and} (3) special installations, (i.e. having significance to the common security and defense of the United States,) they may be sent abroad, as follows:

For all countries EXCEPT the Soviet Bloc and Canada:

Such data may be sent if wrappers or envelopes are marked "GTDU - Export license not required" or "GTDS - Export license not required", as outlined in the "EXPORT CONTROL OF TECHNICAL DATA" (Section 385.2 b and c).

Canada:

No export licenses are required for exportation of unclassified information, published or unpublished, for use in Canada.

DEM
9/13/56
BES 9/13/56
Wam

September 1945

MEMORANDUM No. 1406

MAKING INFORMATION A ROAD

A Government-wide policy has recently been prescribed covering the sending of published information to Soviet Bloc countries. (Attachment A to this memorandum.) Changes have also been made in the licenses under which technical data, published and unpublished, may be sent to Soviet Bloc and other foreign countries. General instructions and procedures are contained in the Department of Commerce's report, "EXPORT CONTROL OF TECHNICAL DATA," dated September 2, 1945, which may be obtained from the USA Secretary's Records Section. In implementing these directions the following shall apply:

PRINTED AND PROCESSED PUBLICATIONS of this Department are printed in such a manner as to fall within the definition of "PUBLISHED INFORMATION" (see Attachment A) will be assumed to contain "technical data". Such published information is exportable to all foreign countries whose governments are recognized by the United States Government. Packages or envelopes containing such material need not be marked with an export license or symbol.

CLASSIFIED PUBLICATIONS OR CLASSIFIED UNPUBLISHED INFORMATION may be mailed abroad only if permission in writing is obtained from the classifying agency, which is usually the originating agency. Section 10 of the Security Regulations of the Department must be observed in the transmission of classified security information.

UNPUBLISHED TECHNICAL DATA, Or Technical Data not generally available in published form:

Unless such data are concerned with (1) advanced developments, technology and production know-how; (2) critical processes; (3) special installations, (i.e., having significance to the common security and defense of the United States), they may be sent abroad, as follows:

For all countries EXCEPT the Soviet Bloc and Canada:

Such data may be sent if wrappers or envelopes are marked "GTDU - Export License not required" or "GTDU - Export License not required", as outlined in the "EXPORT CONTROL OF TECHNICAL DATA" (Section 33.2.3 and 3).

Canada:

No export licenses are required for exportation of unclassified information, published or unpublished, for use in Canada.

For Soviet Bloc countries (see Attachment B) and their representatives or agents:

Unpublished technical data, if it has no significance to the common security and defense of the United States and is to be used for scientific and educational purposes, may be exported under General license "GTDS - Export license not required". General license GTDU cannot be used for exports to Soviet Bloc countries.

EXCHANGES ARRANGED BY THE LIBRARY:

2 AR 41-42 provide that exchange arrangements are required when printed or processed materials are to be sent regularly to any foreign government, organization or individual, and that all exchange arrangements shall be made by the Library.

3 AR 98 provides that requests for individual publications are to be handled by the issuing office of the Department.

Until further notice, all requests for publications from Soviet Bloc countries should be referred to the Department Library, together with the publications requested and any outgoing correspondence. The Library will forward the publications and request material in exchange.

CORRESPONDENCE:

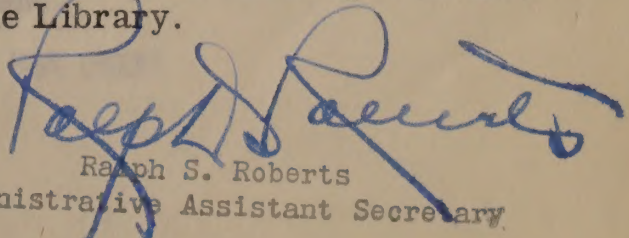
1 AR 614 and the U.S. Department of Agriculture Correspondence Manual, paragraph 62, provide that correspondence addressed to a restricted (Soviet Bloc) country shall be routed through the Foreign Agricultural Service. All agencies of the Department should review letters going to Soviet Bloc countries to make sure that information contained does not violate the license requirement established under General License GTDS and that information of adequate value is obtained in return. In case of doubt, consult the Chief of Administrative Services Division, Foreign Agricultural Service.

Purchase or other acquisition orders for books or periodicals placed with Soviet Bloc countries or their representatives, and claims or correspondence concerning such orders, need not clear through the Foreign Agricultural Service.

The Memorandum to Heads of Department Agencies, dated October 9, 1951, (formerly classified restricted), signed by K. T. Hutchinson, Acting Secretary, is hereby superseded.

Questions concerning these instructions may be taken up with Mr. Foster E. Mohrhardt, Director of the Library.

Attachments


Ralph S. Roberts
Administrative Assistant Secretary

For Soviet Bloc countries (see Attachment B) and their representatives
in Geneva

Unpublished technical data, if it has no significance to the common
security and defense of the United States and is to be used for
scientific and educational purposes, may be exported under General
License "GDS - Export license not required". General license
GDS cannot be used for exports to Soviet Bloc countries.

EXCHANGES ARRANGED BY THE LIBRARY:

2 AR 41-42 provide that exchange arrangements are required when
printed or processed materials are to be sent regularly to any
foreign government, organization or individual, and that all exchange
arrangements shall be made by the Library.

2 AR 48 provides that requests for individual publications are to be
handled by the Liaison Office of the Department.

Until further notice, all requests for publications from Soviet Bloc
countries should be referred to the Department Library, together
with the publications requested and any ongoing correspondence.
The Library will forward the publications and request material in
exchange.

CORRESPONDENCE:

1 AR 814 and the U.S. Department of Agriculture Correspondence
Manual, paragraph 82, provide that correspondence addressed to
a restricted (Soviet Bloc) country shall be routed through the
Foreign Agricultural Service. All agencies of the Department
should review letters going to Soviet Bloc countries to make sure
that information contained does not violate the license requirement
established under General License GDS and that information of
adequate value is obtained in return. In case of doubt, consult
the Chief of Administrative Services Division, Foreign Agricultural
Service.

Purchase or other acquisition orders for books or periodicals
placed with Soviet Bloc countries or their representatives, and
claims or correspondence concerning such orders, need not
clear through the Foreign Agricultural Service.

The Memorandum to Heads of Department Agencies, dated October 9,
1951, (formerly classified restricted), signed by K. T. Hildbrand,
Acting Secretary, is hereby superseded.

Questions concerning these instructions may be taken up with Mr.
Foster E. McFarland, Director of the Library.

Attachments

Administrative Assistant Secretary

C
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Y

(OFFICIAL USE ONLY)

ICIE Document 4.3/Revision 3

(Approved by Interdepartmental Advisory
Committee on International Exchanges -
October 11, 1955)

POLICY FOR HANDLING REQUESTS FOR PUBLISHED
INFORMATION FROM SOVIET BLOC COUNTRIES

It is the policy of the Executive Agencies of the Federal Government to encourage the exchange of non-classified published information with Soviet bloc countries. Such published information, with the exception noted below, should be furnished upon request, but an attempt should be made to obtain something of value in exchange in order that there shall accrue an advantageous return to the United States.

When an exchange is attempted and no return results after a reasonable period, consideration should be given to withholding further information.

Where a particular agency does not have a specific exchange need, the request itself in this instance should be referred to the Office of Strategic Information as the same may be used to acquire information desired by another Agency.

This policy applies to all proposed exchange agreements and requests by citizens, agents or representatives of Soviet bloc countries whether such requests be by correspondence or otherwise.

In order to achieve a periodic evaluation of the effectiveness of this policy, the Office of Strategic Information, in cooperation with Federal Agencies, shall collect and record requests for information from Soviet bloc countries, and of exchange arrangements initiated or consummated.

DEFINITION - The term "published information" as used in this policy means non-classified information which meets any one of the following criteria: (1) sold at newsstands or bookstores; or (2) available by subscription or purchase without restrictions to any person, or available without cost to any person; or (3) granted second class mailing privileges by the United States Government; or (4) freely available to the public through libraries.

NOTE: Published information, such as aerial photographs, mosaics and photomaps, maps and charts of scale of or larger than 1:250,000, navigational and hydrographic maps and charts, panoramic photographs or detailed development plans of industrial cities, except where they appear in or are appendices to newspapers, periodicals, technical journals, atlases and books commercially available to the general public, is not to be exchanged under this policy. This information may be exchanged only on the basis of a formalized agreement.

(OFFICIAL USE ONLY)

(Approved by Internal Security Agency
on 10/10/50)
October 11, 1950

THE UNITED STATES GOVERNMENT
IN THE MATTER OF THE UNITED STATES

It is the policy of the United States Government to maintain the security of the United States and to protect the interests of the United States in the world. This policy is based on the principle that the United States is a free country and that the people of the United States have the right to live in peace and freedom. The United States Government is committed to the defense of the United States and to the promotion of the interests of the United States in the world.

When an emergency arises, it is the duty of the United States Government to take such action as may be necessary to protect the security of the United States and to promote the interests of the United States in the world. This duty is based on the principle that the United States is a free country and that the people of the United States have the right to live in peace and freedom. The United States Government is committed to the defense of the United States and to the promotion of the interests of the United States in the world.

The United States Government is committed to the defense of the United States and to the promotion of the interests of the United States in the world. This commitment is based on the principle that the United States is a free country and that the people of the United States have the right to live in peace and freedom. The United States Government is committed to the defense of the United States and to the promotion of the interests of the United States in the world.

The United States Government is committed to the defense of the United States and to the promotion of the interests of the United States in the world. This commitment is based on the principle that the United States is a free country and that the people of the United States have the right to live in peace and freedom. The United States Government is committed to the defense of the United States and to the promotion of the interests of the United States in the world.

The United States Government is committed to the defense of the United States and to the promotion of the interests of the United States in the world. This commitment is based on the principle that the United States is a free country and that the people of the United States have the right to live in peace and freedom. The United States Government is committed to the defense of the United States and to the promotion of the interests of the United States in the world.

The United States Government is committed to the defense of the United States and to the promotion of the interests of the United States in the world. This commitment is based on the principle that the United States is a free country and that the people of the United States have the right to live in peace and freedom. The United States Government is committed to the defense of the United States and to the promotion of the interests of the United States in the world.

SOVIET BLOC COUNTRIES

ALBANIA

BULGARIA

CHINA (except TAIWAN [FORMOSA])

Includes: Inner Mongolia; the provinces of Tsinghai (Chinghai) and Sikang; Sinkiang; Tibet; Manchuria - including the former Kwangtung Leased Territory (the present Port Arthur Naval Base Area and the Liaoning Province.)

COMMUNIST CONTROLLED AREAS OF VIET-NAM

COMMUNIST CONTROLLED AREAS OF LAOS

CZECHOSLOVAKIA

EAST GERMANY (Soviet Zone of Germany and the Soviet Sector of Berlin)

ESTONIA

HUNGARY

LATVIA

LITHUANIA

NORTH KOREA

OUTER MONGOLIA

POLAND AND DANZIG

RUMANIA

UNION OF SOVIET SOCIALIST REPUBLICS

IN SENATE

JANUARY 1, 1901

REPORT OF THE COMMISSIONERS OF THE LAND OFFICE
IN RESPONSE TO A RESOLUTION PASSED BY THE SENATE
ON JANUARY 1, 1899, RELATIVE TO THE LANDS BELONGING TO THE STATE

ALBANY: J.B. LEECH, STATE PRINTER, 1901.

COMMISSIONER OF THE LAND OFFICE

JOHN W. LEECH

ALBANY: J.B. LEECH, STATE PRINTER, 1901.

REPORT

OF THE

COMMISSIONERS

OF THE

LAND OFFICE

IN RESPONSE TO A RESOLUTION PASSED BY THE SENATE

ON JANUARY 1, 1899, RELATIVE TO THE LANDS BELONGING TO THE STATE

ALBANY: J.B. LEECH, STATE PRINTER, 1901.

COMMISSIONER OF THE LAND OFFICE



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

October 5 1956

October 1, 1956

MEMORANDUM NO. 1406 (Mailing Information Abroad)

Supplement 1

3rd paragraph - Substitute the following for the entire paragraph:

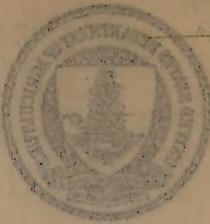
CLASSIFIED PUBLICATIONS OR CLASSIFIED UNPUBLISHED INFORMATION can not be mailed abroad. (See Section 6 of the Department's Records Security Regulations (Revised), dated March 23, 1954.

appointed the following members to serve on the Advisory Board of the Commodity Credit Corporation:

Member	Date of Appointment
Ralph S. Roberts	July 13, 1953
Theodore Funk	July 13, 1953
Arnold William Gresh	July 13, 1953
Herbert J. Hughes	July 13, 1953
Walter Randolph	September 2, 1953

Memorandum No. 1334, of July 27, 1953, is hereby superseded.

True S. Norris
Under Secretary



DEPARTMENT OF AGRICULTURE

WASHINGTON 25, D. C.

October 21986

MEMORANDUM NO. 1408 (Mailing Information Abroad)

Supplement 1

3rd paragraph - Substitute the following for the entire paragraph:

CLASSIFIED PUBLICATIONS OR CLASSIFIED UNPUBLISHED
INFORMATION can not be mailed abroad. (See Section 5 of
the Department's Records Security Regulations (Revised),
dated March 23, 1954.

[Signature]
Ralph S. Roberts
Administrative Assistant Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 1, 1956

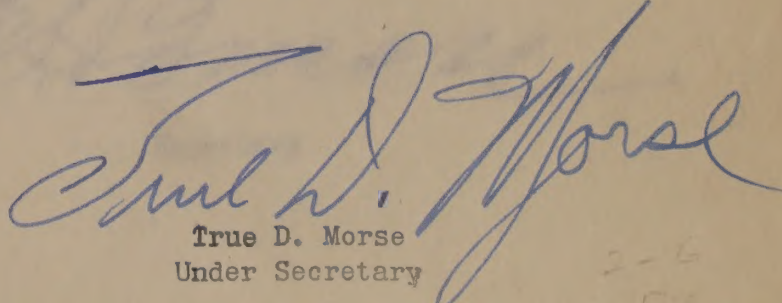
MEMORANDUM NO. 1407

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714 et seq.) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Rudolph K. Froker	July 13, 1953
Theodore Funk	July 13, 1953
Arnold William Groth	July 13, 1953
Herbert J. Hughes	July 13, 1953
Walter Randolph	September 1, 1955

Memorandum No. 1334, of July 27, 1953, is hereby superseded.


True D. Morse
Under Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



October 1, 1953

MEMORANDUM NO. 1447

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation
Charter Act (15 U.S.C. § 714 et seq.) the President has
appointed the following members to serve as the Advisory Board
of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Rudolph K. Proker	July 13, 1953
Theodore Funk	July 13, 1953
Arnold William Groth	July 13, 1953
Herbert J. Hughes	July 13, 1953
Walter Randolph	September 1, 1953

Memorandum No. 1334, of July 27, 1953, is hereby superseded.

True D. Morris
Under Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

June 17 ' 1957

MEMORANDUM NO. 1407 *Revised*

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714 g (b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Warren W. Hawley	April 27, 1957
Earl M. Hughes	February 13, 1957
Claude K. McCan	April 12, 1957
Frank J. Welch	May 29, 1957
G. B. Wood	February 13, 1957

Memorandum No. 1407 of October 1, 1956, is hereby superseded.

Secretary

ORGANIZATION 1(ccc)

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.



100-17, 1957

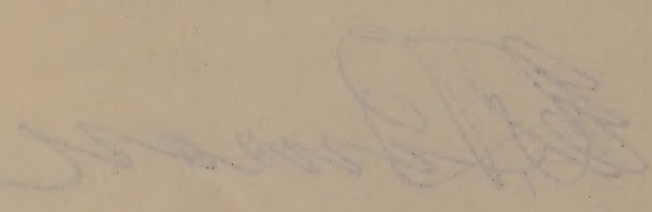
MEMORANDUM NO. 100-17, 1957

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation
Charter Act (15 U.S.C. § 701 g (b)) the President has
appointed the following members to serve as the Advisory Board
of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Warren W. Hawley	April 27, 1957
Earl M. Hughes	February 23, 1957
Claude K. McGan	April 12, 1957
Frank J. Welch	May 22, 1957
G. B. Wood	February 13, 1957

Memorandum No. 100-17 of October 1, 1956, is hereby superseded.

Respectfully,




DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

December 29, 1961

MEMORANDUM NO. 1407, Revised

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714 g (b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

Member	Effective Date of Appointment
Robert C. Bamberg	November 20, 1961
Charles D. Lewis	November 20, 1961
Lorimer D. Milton	February 1, 1962
Leroy K. Smith, Chairman	November 20, 1961
J. P. White, Jr.	November 20, 1961

The appointments of the President were made on November 20, 1961.

Memorandum No. 1407, Revised June 17, 1957, is hereby superseded.

Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

December 29, 1961

MEMORANDUM NO. 1407 Revised

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714 g (b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

Robert C. Bamberg

Charles D. Lewis

Former D. Milton

Leroy K. Smith, Chairman

J. P. White, Jr.

The appointments of the President were made on November 20, 1961. Memorandum No. 1407, Revised June 17, 1957, is hereby superseded.

Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

June 24 1964

MEMORANDUM NO. 1407-R

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714 g (b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Charles D. Lewis	November 20, 1961
Lorimer D. Milton	November 20, 1961
Frank W. Reed	February 1, 1964
Leroy K. Smith, Chairman	November 20, 1961
J. P. White, Jr.	November 20, 1961

Memorandum No. 1407, Revised December 29, 1961, is hereby superseded.

Memorandum No. 1407, revised June 24, 1964, is hereby superseded.

Quill L. Furrer

Secretary

Quill L. Furrer



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

June 24 1964

MEMORANDUM NO. 1407

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714 g (b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Charles D. Lewis	November 20, 1961
Forimer D. Milton	November 20, 1961
Frank W. Reed	February 1, 1964
Leroy K. Smith, Chairman	November 20, 1961
J. P. White, Jr.	November 20, 1961

Memorandum No. 1407, Revised December 29, 1961, is hereby superseded.

Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

June 14 1968

SECRETARY'S MEMORANDUM NO. 1407, REVISED

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714g(b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Leroy K. Smith, Chairman	November 20, 1961
J. P. White, Jr.	November 20, 1961
George C. Cortright	June 7, 1968
Stewart B. Fulbright	June 7, 1968
Robert D. Livingston	June 7, 1968

Memorandum No. 1407, revised June 24, 1964, is hereby superseded.

Secretary

Quill L. Freeman

COMMITTEES (Bel, CCC, adw)



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D. C.

June 14 1968

SECRETARY'S MEMORANDUM NO. 1407, REVISED

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714g(b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Leroy K. Smith, Chairman	November 20, 1961
J. P. White, Jr.	November 20, 1961
George C. Cortright	June 7, 1968
Stewart B. Fulbright	June 7, 1968
Robert D. Livingston	June 7, 1968

Memorandum No. 1407, revised June 24, 1968, is hereby superseded.

Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

September 19 1969

SECRETARY'S MEMORANDUM NO. 1407, REVISED

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714g(b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

Rufus Adams

John Gammon, Jr.

Robert D. Livingston

Milton L. Morrison

Robert R. Spitzer

The appointments of the President were made on August 28, 1969.

Memorandum No. 1407, Revised June 14, 1968, is hereby superseded.

Clifford M. Hardin
Secretary of Agriculture

CLIFFORD M. HARDIN
Secretary

COMMITTEES (Bd. CCC, Adv.)



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

April 16 1971

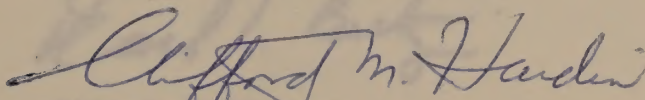
SECRETARY'S MEMORANDUM NO. 1407, REVISED

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714g(b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Rufus Adams	August 28, 1969
John Gammon, Jr.	August 28, 1969
Robert D. Livingston	August 28, 1969
Robert R. Spitzer	August 28, 1969
Clyde M. York	February 10, 1971

Memorandum No. 1407, Revised September 19, 1969, is hereby superseded.


CLIFFORD M. HARDIN
Secretary

COMMITTEES

(Board CCC advisory)



April 18 1971

SECRETARY'S MEMORANDUM NO. 1407, REVISED

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (16 U.S.C. § 1418(b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Arthur Adams	August 28, 1969
John Cannon, Jr.	August 28, 1969
Robert D. Livingston	August 28, 1969
Robert H. Rytman	August 28, 1969
Clyde M. York	February 10, 1971

Memorandum No. 1407, Revised September 19, 1969, is hereby superseded.

Clifford M. Hardin
CLIFFORD M. HARDIN
Secretary



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

May 26, 1972.

SECRETARY'S MEMORANDUM NO. 1407, REVISED

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714g(b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Rufus Adams	August 28, 1969
John Gammon, Jr.	August 28, 1969
Robert D. Livingston	August 28, 1969
Clyde M. York	February 10, 1971
A. L. Krogstad	April 21, 1972

Memorandum No. 1407, Revised April 16, 1971, is hereby superseded.

Earl L. Butz

EARL L. BUTZ
Secretary

COMMITTEES

(Bd. CCC Advisory)



May 16, 1972

SECRETARY'S MEMORANDUM NO. 1207, REVISED

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 2(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. 714g(b)), the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Rufus Adams	August 28, 1969
John Gammon, Jr.	August 28, 1969
Robert H. Livingston	August 28, 1969
Glyde M. York	February 10, 1971
A. L. Krogerus	April 21, 1972

Memorandum No. 1207, Revised April 16, 1971, is hereby superseded.

EARL F. BUTE
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 25, 1974

SECRETARY'S MEMORANDUM NO. 1407, REVISED

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714g(b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Clyde M. York	February 10, 1971
A. L. Krogstad	April 21, 1972
Archie K. Davis	December 7, 1973
Gerald D. Frazier	December 7, 1973
Robert Sakata	December 7, 1973

Memorandum No. 1407, Revised May 26, 1972, is hereby superseded.

Earl L. Butz

Earl L. Butz
Secretary

COMMITTEES

(Board CCC Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

January 25, 1974

SECRETARY'S MEMORANDUM NO. 1A07, REVISED

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714g(b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Glyde M. York	February 10, 1971
A. L. Krogh	April 21, 1972
Archie K. Davis	December 7, 1972
Gerald D. Fraser	December 7, 1972
Robert Sakata	December 7, 1972

Memorandum No. 1A07, Revised May 26, 1972, is hereby superseded.

Paul H. Hoff

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

February 22 1974

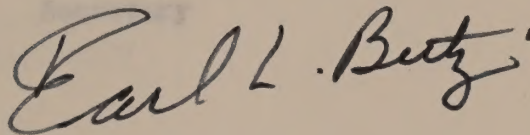
SECRETARY'S MEMORANDUM NO. 1407, REVISED

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714(b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Clyde M. York	February 10, 1971
A. L. Krogstad	April 21, 1972
Archie K. Davis	December 7, 1973
Robert Sakata	December 7, 1973

Memorandum No. 1407, Revised January 25, 1974, is hereby superseded.



Earl L. Butz
Secretary

COMMITTEES

(Bd. CCC Advisory)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

February 22, 1974

MEMORANDUM FOR THE SECRETARY, REVISED

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 1407 of the Commodity Credit Corporation
Charter Act (16 U.S.C. § 1407) the President has appointed
the following members to serve as the Advisory Board of the
Commodity Credit Corporation:

Effective Date of Appointment	Member
February 10, 1974	Glyde M. York
April 21, 1972	A. L. Krogstad
December 7, 1973	Archie L. Davis
December 7, 1973	Robert S. Schar

Memorandum No. 1607, Revised January 22, 1974, is hereby superseded.

Carl L. Butz

Carl L. Butz
Secretary

June 12, 1974

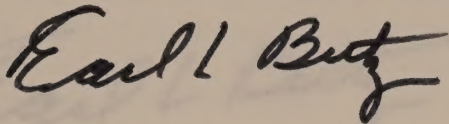
SECRETARY'S MEMORANDUM NO. 1407, REVISED

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U. S. C. § 714g(b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Clyde M. York	February 10, 1971
A. L. Krogstad	April 21, 1972
Archie K. Davis	December 7, 1973
Robert Sakata	December 7, 1973
William McGregor	May 3, 1974

Memorandum No. 1407, Revised February 22, 1974, is hereby superseded.



Earl L. Butz
Secretary

June 8, 1974

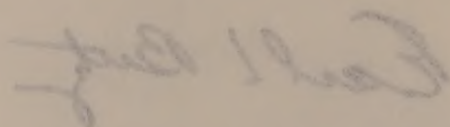
SECRETARY'S MEMORANDUM NO. 1407, REVISED

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to section 9(b) of the Commodity Credit Corporation Charter Act (15 U.S.C. § 714g(b)) the President has appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Clyde M. York	February 16, 1971
A. J. Krogstad	April 21, 1972
Archie K. Davis	December 7, 1972
Robert Roberts	December 7, 1972
William McGregor	May 3, 1974

Memorandum No. 1407, Revised February 22, 1974, is hereby superseded.



Earl J. Butz
Secretary

14-00000-1

SECRETARY'S MEMORANDUM NO. 1407, REVISED

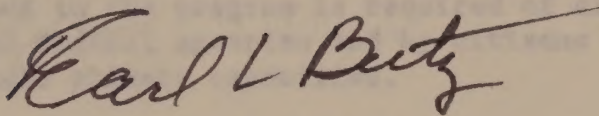
June 4, 1975

Appointment of Advisory Board of
Commodity Credit Corporation

Pursuant to the Federal Advisory Committee Act, Public Law 92-463, § 14(a)(1)(B), I have appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Clyde M. York	February 1975
A. L. Krogstad	February 1975
Archie K. Davis	February 1975
Robert Sakata	February 1975
William McGregor	February 1975

Memorandum No. 1407, Revised June 12, 1974, is hereby superseded.



Earl L. Butz
Secretary

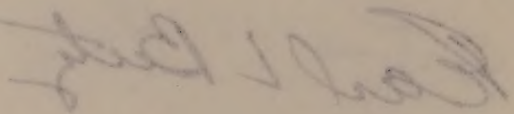
June 4, 1975

Appointment of Advisory Board of
Commodity Credit Corporation

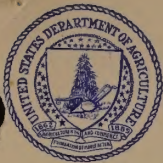
Pursuant to the Federal Advisory Committee Act, Public Law 92-463, § 14(a)(1)(B), I have appointed the following members to serve as the Advisory Board of the Commodity Credit Corporation:

<u>Member</u>	<u>Effective Date of Appointment</u>
Clyde M. York	February 1975
A. L. Krogetad	February 1975
Archibald K. Davis	February 1975
Robert Sakata	February 1975
William McGregor	February 1975

Memorandum No. 1407, Revised June 12, 1974, is hereby superseded.



Earl L. Butts
Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

December 10, 1956.

MEMORANDUM NO. 1408

Public Law 1021 provides for a program pursuant to which the Secretary of Agriculture may aid landowners and operators within the Great Plains Area of the Great Plains States to achieve a more stable agricultural production, to protect the lands of the area from damage arising from erosion, to develop farming and ranching practices more adequate to cope with the hazards of climate which characterize the area, and to generally stabilize the economy of the region.

To effectually carry out the program and achieve the purposes thereof will require joint participation by all affected agencies of the Department of Agriculture, by agencies of State Government of the affected States, by local Government in the designated counties wherein the program will operate, by farm organizations, by private community organizations and by individuals.

Effective administration by the Department of Agriculture requires that responsibility therefor be placed where it can be readily identified and held accountable, although broad and effective participation in the program is required of all participating local, State, and Federal agencies and by citizens of the Great Plains Region in their private capacities.

To place responsibility within the Department, the Soil Conservation Service hereby is designated as the Departmental agency responsible for administration of Public Law 1021, The Great Plains Program.

To assure effective participation by all affected agencies of the Department and application of all Departmental resources to implementation of the program, there hereby is established within the Department a Great Plains Inter-agency Group composed of the following agencies:

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



MEMORANDUM NO. 1-23

Public law 1011 provides for a program pursuant to which the Secretary of Agriculture may aid landowners and operators within the Great Plains Area of the Great Plains States to achieve a more stable agricultural production, to protect the lands of the area from damage arising from erosion, to develop farming and ranching practices more adequate to cope with the hazards of climate which characterize the area, and to generally stabilize the economy of the region.

To effectually carry out the program and achieve the purposes thereof with respect to participation by all interested agencies of the Department of Agriculture, by agencies of State Government of the affected States, by local Government in the designated counties where in the program will operate, by farm organizations, by private community organizations and by individuals.

Effective administration by the Department of Agriculture requires that responsibility be placed where it can be readily identified and held accountable, although broad and effective participation in the program is required of all participating local, State, and Federal agencies and by citizens of the Great Plains Region in their private capacities.

To place responsibility within the Department, the Soil Conservation Service hereby is designated as the Departmental agency responsible for administration of Public Law 1021, The Great Plains Program.

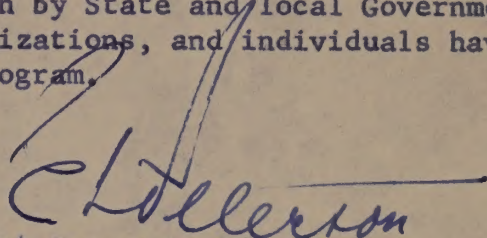
To assure effective participation by all interested agencies of the Department and application of all Departmental resources to implementation of the program, there hereby is established within the Department a Great Plains Inter-agency Group composed of the following agencies:

Soil Conservation Service
Agricultural Conservation Program Service
Agricultural Marketing Service
Agricultural Research Service
Commodity Stabilization Service
Farmers Home Administration
Federal Crop Insurance Corporation
Federal Extension Service
Forest Service
Office of Information

The head of each designated agency shall appoint a responsible permanent representative to serve on the Great Plains Inter-agency Group who will represent the interest and activity of his agency in the Great Plains Program.

The representative of the Soil Conservation Service, responsible for administration of the program, shall serve as Chairman of the Inter-agency Group. Each member agency, including the Soil Conservation Service, shall develop its operating policies and procedures for effectuating its part of the Great Plains Program. Such policies and procedures shall be presented to the Great Plains Agency Group for review. Such policies and procedures, with the comments of the Great Plains Agency Group, shall be presented to the Secretary's Office and have the approval thereof before being effectuated.

In administration of the Great Plains Program, full provision shall be made for the maximum of participation by State and local Governmental agencies, and by other groups, organizations, and individuals having an interest in or affected by the program.


Assistant Secretary

Office of Information
Forest Service
Federal Extension Service
Federal Crop Insurance Corporation
Farmers Home Administration
Commodity Stabilization Service
Agricultural Research Service
Agricultural Marketing Service
Agricultural Conservation Program Service
Soil Conservation Service

The head of each designated agency shall appoint a responsible permanent representative to serve on the Great Plains Inter-agency Group who will represent the interest and activity of his agency in the Great Plains Program.

The representative of the Soil Conservation Service, responsible for administration of the program, shall serve as Chairman of the Inter-agency Group. Each member agency, including the Soil Conservation Service, shall develop its operating policies and procedures for effectuating its part of the Great Plains Program. Such policies and procedures shall be presented to the Great Plains Agency Group for review. Such policies and procedures, with the comments of the Great Plains Agency Group, shall be presented to the Secretary's Office and have the approval thereof before being effectuated.

In administration of the Great Plains Program, full provision shall be made for the maximum of participation by State and local governmental agencies, and by other groups, organizations, and individuals having an interest in or affected by the program.

Chapman
Assistant Secretary